

SOME GENERAL DIRECTIONS

Given to assist the Administrator.



Inventory of the Goods. As soon as the Administrator has received his Letters of Administration he should proceed immediately to make a true and perfect inventory of *all* and singular the goods, chattles and personal estate of the deceased, to be appraised, in dollars and cents, by two persons of discretion, not related to the deceased, nor interested in the administration, and according to the warrant of Appraisalment which will issue to them, for that purpose, which warrant the Administrator will receive with his Letters of Administration. For more particular information on the subject he is referred to the *form* of an inventory which is annexed to the said warrant.

Inventory of the Debts. The Administrator will also make an inventory of all the *Debts due to the Deceased* which may come to his knowledge;—specifying the nature of each debt, and setting down such as he shall deem *seperate or good*, distinct and seperate from those which he shall deem *desperate or doubtful*. See the form in the warrant to the appraisers.

When and by whom the Inventories are to be returned. Those inventories must be returned by the *Administrator in person* (and if there be more than one Administrator then by all the Administrators) to the office from which he receives his Letters of Administration as early as possible after completing the same, and certainly *within three months* from the date of them.

Order for sale. If the Administrator wishes to sell any part of the personal estate he must apply to the Orphans' Court for an order for that purpose, and this cannot be granted until *after* the Administrator has returned the Inventory.

To keep an account. The Administrator should keep a regular and plain account, of all he receives and pays on account of the Estate, stating on one side all that comes to his possession, and on the other all that he has disbursed, and he must render an account thereof to the Orphans' Court within *twelve months* from the date of the Letters, and a further account within every term of six months thereafter, until the estate shall appear to be fully administered.

To return an account to the Court. If the Administrator has any doubts about the personal estate being sufficient to discharge the debts due by the deceased, he ought not to pay any claim (except the funeral expenses) until after he has returned his administration account, and made his settlement with the Orphans' Court; and it would be more safe for him to pay no claim at any time (except the funeral expenses) until the claim has first passed the Orphans' Court. But the passing of it does not *oblige* him to pay it, the Administrator has the same right to contest it afterwards as he had before it passed.

Not to pay claims till he has returned his account to the Court. It is the duty of the Administrator within twelve months after the date of his letters, to pay each claimant his just proportion of the money then in his hands.

To pay claims. Judgments and Decrees against the deceased have a preference, but they must be paid proportionately and must be proved and authenticated as well as other claims.

Judgments and Decrees. When all the debts due by the deceased are discharged or settled the Administrator should make a distribution of the surplus among the representatives of the deceased according to law—taking from each one of them, who is of legal age, a release for the amount paid him or her, and for those who are under age a release from their Guardian.

To pay to representatives. After the Administrator has made a settlement of his account with the Orphans' Court, he will then know what is to be divided among the creditors or representatives of the deceased, *and he cannot ascertain this before*.

The time he will know how much to pay. The Administrator will not be allowed for any claim which he may pay unless he produces a voucher for the claim, *proved or authenticated according to law, and receipted by the party for the amount paid*; and this is required whether the administrator has a knowledge of the correctness of the claim or not.

Adm'r must produce vouchers. The Administrator should be careful not to mix the funds of the deceased with his own, for they are merely *held by him in trust* for the creditors and legal representatives of the deceased, and must be paid and delivered to them at the time required by law.