



## Following a Loved One's Death

The following are some steps that can be taken immediately following a loved one's death. These steps are not all-inclusive and are provided for information only; this information should not be construed as legal advice.

- Notify immediate family and friends.
- Determine final arrangements.
  - Have the arrangements been made? If so, locate the paperwork.
  - Were the arrangements paid for? If not, how will that happen?
  - If a family member or friend pays, they must keep copies of the invoices and payment receipts.
- Order at least two short-form (without cause of death) death certificates.
- Submit the decedent's obituary for newspaper publication. If a family member or friend pays, they must keep copies of the invoices and payment receipts.
- Locate and secure the following **original** documents:
  - Decedent's Last Will and Testament and any Codicils
  - Memorandum or list that identifies distribution of tangible personal property
  - Trust Agreement and any Amendments
  - Prenuptial or Postnuptial Agreement between the decedent and their spouse
- Arrange for care of the decedent's pets.
- Throw out perishable items in the decedent's refrigerator and kitchen.

The person who was appointed by the decedent to manage their affairs will have many other legal duties and obligations and should consult an attorney for advice.