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ISSUE 3 | VOl. I | 2008

# The Register's Quarterly

## Register of Wills Annual School Supply Drive

On Saturday, August 23, 2008, the Register of Wills Office presented school supplies to children of Prince George's County. The school supply drive was created by Register Cereta A. Lee last year to help assist families in the community.

This year we were able to donate to over ten children including the family of Corporal Richard Findley. With the amount of donations we received we were able to give the remaining school supplies to Mattaponi Elementary School located in Upper Marlboro. Supplies included backpacks, compositions books, calculators and other basic school supplies.

We would like to thank the Register of Wills staff, the Prince George's County Sheriff's Office, Judge Vicki Ivory-Orem, George Meng Esq., Donald Noble Esq., and Timothy Chaplin for their generous contributions to help make our annual school supply drive a great success. We would also like to thank O'Brien Austin from Canteen for their donations towards the refreshments.

**Serina Watts and Isaiah Watts make use of some of the supplies received**

**Register Lee, Judge Orem and George Meng Esq. pose with students that received donations.**

*Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is to Serve. Our Will is*

# Ask the Register

### The Register will answer questions about preparing your Will

1. **Decide what property to include in your will.** To get started, list your probate and non-probate assets. Probate assets typically pass through a Will and include assets titled in your name individually such as liquid assets (cash, checking, savings accounts, money market accounts, and CD's), real estate holdings, personal property and your share of property held as tenants in common. Keep in mind that if you're married, each spouse makes a separate Will. Non-probate asset include annuities, life insurance policies (or anything with a named beneficiary), and trust.
2. **Decide who will inherit your property.** List your beneficiaries and decide to whom you leave your specific assets.
3. **Choose a Personal Representative (also known as an executor) to handle your estate.** Every Will must name someone as their personal representative (executor), to carry out the terms of the Will. Duties include distributing assets, paying outstanding debts and taxes, canceling credit cards and notifying the Social Security Administration of your death. You can name a spouse, sibling, close friend or an attorney as your personal representative.
4. **Choose a Guardian for your children.** If your children are under 18, decide who you want to raise them in the very unlikely event that you and their other parent can not. If you leave an inheritance to children or young adults, you can name the same person or another adult as the custodian or trustee to manage the children's financial matters.
5. **Store your Will in a safe place.** Keep your Will in a secure and fireproof environment such as a safe deposit box. Give a copy of your Will to your personal representative and tell them where your original Will is and how to get access to it when the time comes.
6. **Keep your Will current.** Update your Will every three to five years to make sure it continues to meet your needs. This can be done readily by amending it through a codicil (a supplement to your current will) or you and your attorney can write a new Will to supersede the old one.
7. **What about a living Will?** A Living Will describes the medical care you want (or don't want) if you become terminally ill or permanently unconscious. A living Will is also known as an advance healthcare directive or health care proxy.

# Community Resources

Need professional assistance with your estate? Contact these organizations:

**Prince George's County**
Bar Association –Estates & Trust Section:
(888) 464-4219
List of Attorneys to prepare wills

Law Foundation: (301) 864-8353
Specializes in Elder Law & prepares wills for senior at a discounted rate based upon age and income

Land Records:(301) 952-3352
Records and maintains all public records connected to real estate in Prince George's County

**Maryland**
Comptroller -Estate Tax Division:(410) 260-7850
Contact for information on Maryland Estate Taxes

Attorney General's Office –Health Policy Division: 410-576-7000
Request Advance Directives/ Living Will forms

Department of Tax & Assessment:
(888) 246-5941
Access to real property ownership, assessed value and property sales in Maryland

Motor Vehicle Administration
(800) 950-1682
Contact to obtain vehicle information

Legal Aid Bureau, Inc: (410) 951-7777
Prepares wills for senior at a discounted rate based upon age and income

**Federal**
Internal Revenue Service
(202) 927-9361
Contact for information on Federal Estate Taxes

Social Security Administration
(800) 772-1213
Contact for information on social security

Division of Vital Records
(877) 463-3464
Provides birth, death, and other vital records for the State of Maryland

AARP: 1-888-OUR-AARP
Prepares wills for members



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# National Night Out

The Register of Wills Office had several information booths setup throughout the county for this years National Night Out. We were able to provide information in the following communities: New Carrollton, Westphalia Civic Association, Greenbelt, Laurel, Colmar Manor, and Bowie. Along with the information booths, Register Lee visited several of the county locations personally.

This year we were also able to supply the community with brochures in Spanish. "With the increasing Latino population in the county, it is important to be able to reach out to all of the county citizens. This is one way to help get the information out to everyone." says Joseph Brown.

# Maryland Associations of Counties

The Register of Wills Cereta A. Lee, attended the MACo conference for the first time this year. At the conference she attended seminars geared towards improving the workplace.

Register Lee, along with two supervisors were able to take back information to the remaining supervisors in regards to employment issues and increasing productivity with technological advances.

The Maryland Register of Wills Association won first place for their information booth and as a result will receive an information booth free of charge at next years conference.

"The information booth offered by the Maryland Register of Wills Association is a way for all of the counties to join together and work as a team." says Register Lee.



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**The Register of Wills Office recognizes outstanding employees in each newsletter**.

**Remana Russell**
**Front Office**
**Division**

**How Long Have you Worked at the Register of Wills Office?**
2 1/2 years

**What do you do?**
Cashier– My job consist of receiving cash payments, verifying checks in order to prepare receipts for clients, transmitting the mail and receiving Last Will and Testaments for Safekeeping.

**What is the best thing about working at the Register of Wills Office?**
The ability to help the people that come into our office.

**Joseph Brown**
**Management**
**Associate**

**How Long Have you Worked at the Register of Wills Office?**
1 1/2 years

**What do you do?**
I assist Mrs. Lee.

**What is the best thing about working at the Register of Wills Office?**
Working for Mrs. Lee.

**Lisa Batson**
**New Estates Division**

**How Long Have you Worked at the Register of Wills Office?**
10 years

**What do you do?**
New Estate Deputy

**What is the best thing about working at the Register of Wills Office?**
Helping the public

**Brenda Robinson**
**Auditing Division**

**How Long Have you Worked at the Register of Wills Office?**
6 1/2 years

**What do you do?**
Auditor I—Review the estates, check for claims, verify charges due on the books, verify assets on Inventory, verify administration expenses, check gains or losses, check distribution, prepare account order for court to sign.

**What is the best thing about working at the Register of Wills Office?**
The public and the challenge of being an Auditor and also being able to help someone in a difficult situation during their grieving.

## Maryland Charity

Beginning September 15, 2008, the employees of the State of Maryland will be participating in the Maryland Charity Campaign. Over the past several years, State Employees have established a solid tradition of supporting health and human service agencies by contributing to the campaign.

This event allows employees to donate with a one time donation or they can choose to have a specific amount deducted from each paycheck for the next calendar year. The amount goes to the charity of their choice. There are over 700 charities that employees can choose from.

Over the past few years we have had several speakers come into the office to share their experience with some of the charities. Each persons experience is truly remarkable. From a mother caring for a child with cancer to victims of the tornado that hit La Plata, each charity listed does a very unique service to the community.

Last year the office was able to have a bake sale, silent auction, raffles and carnival to help raise donations.

If you are interested in donating please see any member of the Register of Wills staff.

# Welcome to the Chrysler Building Prince George's County Sheriff's Office

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# Upcoming Events

***The Register of Wills will provide free workshops & information booths about estates on the following days. If you are interested in scheduling a workshop for your group, call the office at 301-952-3250.***

## September

**1** **Greenbelt Labor Day Parade**
Roosevelt Center
Greenbelt, Maryland 20768
**10:00 a.m.**

**4** **Prince George's County Fair—Information Booth**
Show Place Arena
14900 Pennsylvania Avenue
Upper Marlboro Maryland
**4:00 p.m.—10:00 p.m.**

**5** **Prince George's County Fair—Information Booth**
Show Place Arena
14900 Pennsylvania Avenue
Upper Marlboro Maryland
**5:00 p.m.—11:00 p.m.**

**6** **Register of Wills First Saturday**
5303 Chrysler Way
Upper Marlboro, Maryland 20772
**8:00 a.m.—Noon**

**6** **Prince George's County Fair—Information Booth**
Show Place Arena
14900 Pennsylvania Avenue
Upper Marlboro Maryland
**11:00 a.m.—11:00 p.m.**

**6** **New Hope Baptist Church—Workshop**
3400 Pinevale Avenue
Forestville, Maryland 20747
**2:45 p.m.—3:45 p.m.**

**7** **Prince George's County Fair–Information Booth**
14900 Pennsylvania Avenue
Upper Marlboro, Maryland 20772
**11:00 a.m.—6:00 p.m.**

**13** **New Carrollton Community Day-Information Booth**
8511 Legation Road
New Carrollton, Maryland
**11:00 a.m.—7:30 p.m.**

**19** **Senior Summer Fest—Information Booth**
Watkins Park
301 Watkins Park Drive
Upper Marlboro, Maryland 20774
**10:00 a.m.—2:00 p.m.**

**20** **Hyattsville International Street Festival—Information Booth**
Hamilton Street and Queens Chapel Road
Hyattsville, Maryland
**4:00 p.m.—8:00 p.m.**

**20** **12th Annual Port Towns Day Information Booth**
Bladensburg Waterfront Park
**Noon to 6:00 p.m.**

## October

**4** **Register of Wills First Saturday**
5303 Chrysler Way
Upper Marlboro, Maryland 20772
**8:00 a.m.—Noon**

**25** **Register of Wills –Workshop**
Saint Augustine Catholic Church
1419 V Street NW
Washington DC
**Noon—2:00 p.m.**

## November

**1** **Register of Wills First Saturday**
5303 Chrysler Way
Upper Marlboro, Maryland 20772
**8:00 a.m.—Noon**

**1** **Prince George's County Women's Fair–Workshop**
Prince George's County Community College
301 Largo Road
Upper Marlboro, Maryland
**11:15 a.m.—12:50 p.m.**

**11** **Prince George's County Community College Alumni Association—Workshop**
Prince George's County Community College
301 Largo Road
Upper Marlboro, Maryland
**7:00 p.m.—8:00 p.m.**

# Important Contact Information

**The Register of Wills Office is located at**

5303 Chrysler Way

Suite 300

Upper Marlboro, MD 20772

**Toll Free:** 1-888-464-4219 (MD Only)

**Main Line:** 301-952-3250

**Fax:** 301-952-4489

**Auditing Department:** 301-780-7819

**Fax:** 301-952-0908

**Chrysler Drive is just off of Route 301/ Crain Highway.**

**Chrysler Drive turns into Chrysler Way.**

**The Register of Wills Office is open on the following days:**

Monday, Tuesday, Thursday and Friday:

8:30 a.m. –4:30 p.m.

**After 3:30 p.m., the office accepts paperwork only.**

Wednesday

8:30 a.m. - 5:00 p.m.

**After 4:00 p.m., the office accepts paperwork only.**

First Saturday of Every Month:

8:00 a.m. - Noon

Appointments available. Please call.

**The Auditing Department will only accept appointments. Please call to schedule your appointment with the Auditing Department.**

**If you have any suggestions for The Register's Quarterly, please contact Kelly Del Rio, Chief Deputy, 301-952-3250 .**

Our Will is to Serve.