

## Your Legal Questions

Jenny Brading  
Solicitor



**Q. My Grandmother, who is terminally ill in hospital, has told me that she has appointed me to be her Executor. I am her only surviving relative and have no idea what steps I will need to take, can you give me any guidance?**

A. When your Grandmother does pass away there are a number of steps that you will need to take. Please do not be too concerned as you will get help from all the professionals involved. Firstly, I would suggest that you contact a local funeral director, perhaps there is a company that the family have used before? The funeral director will arrange to collect your Grandmother from the hospital and will look after her until the funeral. You will need to visit the bereavement office at the hospital to collect the medical certificate and any of your Grandmother's personal items.

Once you have collected the medical certificate you can then contact the local Registry Office and make an appointment with the Registrar to register your Grandmother's death. You will need to take detailed information about your Grandmother to the appointment and I suggest that you ask what information they need when you telephone to make the appointment. When you have registered the death the Registrar will ask you how many copies of the death certificate you require and will give you the "Green Form" to take to the funeral directors. You may well need a number of copies of the death certificate particularly if your Grandmother has a number of different investments and pensions.

The Green Form will be required by the funeral directors and should be delivered to them promptly to enable them to finalise the funeral arrangements.

Dependent upon the complexity of your Grandmother's assets, you may wish to seek legal advice in relation to the administration of the estate and your responsibilities.

*Jenny Brading is a Solicitor & Trust and Estates Practitioner and a member of Solicitors for the Elderly*

Direct dial 01934 637931  
brading@powellslaw.com