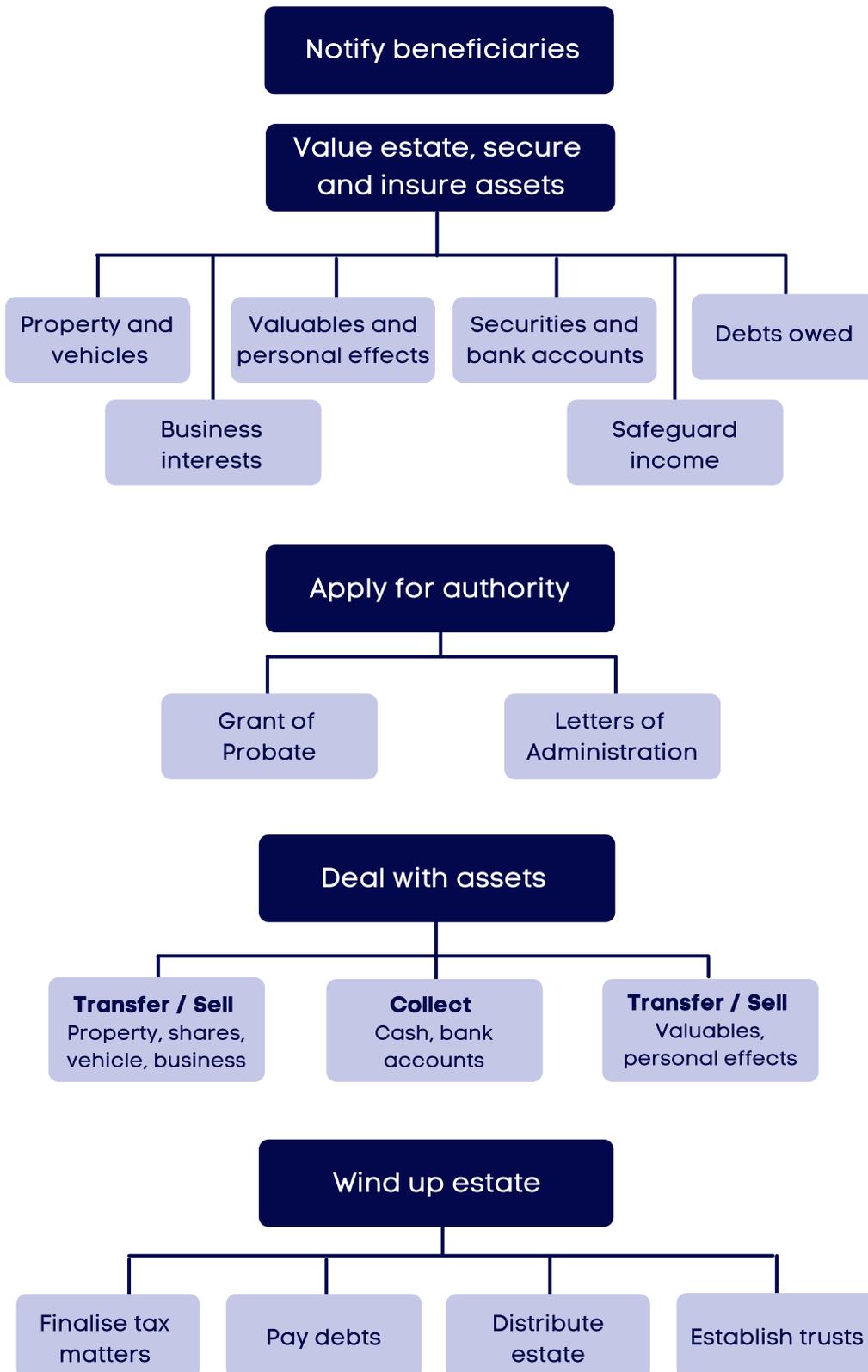




# Duties of an executor/administrator



**Deceased had a Will:**

If a person dies with a valid Will, they would have appointed an executor and stated how their estate is to be distributed.

The executor can then apply for Probate and administer the estate.

**Deceased did not have a Will:**

If there is no Will, the Administration Act 1903 (WA) sets out the entitled people who can apply for Letters of Administration, administer the estate and share in the assets of the deceased.

An application to obtain **Probate or Letters of Administration** can be made via the Supreme Court. Visit: [supremecourt.wa.gov.au](http://supremecourt.wa.gov.au)

**How long does it take to administer a deceased estate?**  
A straightforward estate can take between 9-15 months to administer. The process may take longer if difficulties arise, such as disputed court proceedings.

Please note that the above is a general overview only. The administration of deceased estates can vary a great deal, depending on the circumstances. In some cases, not all steps above may be needed. In others, there may be more steps, such as organising a funeral and working out who are the beneficiaries. Some deceased estates are subject to contested legal proceedings. The order in which executors and administrators do things can also vary and third parties can take time to get back to them. You may need to seek independent legal advice particular to your circumstances.