

# Subsequent Administration

## REOPENING AN ESTATE THAT HAS BEEN CLOSED



Hon Debora Faulkner,  
Greenville County Probate Judge  
Greenville County Probate Court  
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Greenville, SC 29601  
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### **What is Subsequent Administration?**

When a personal representative was appointed by the Court and the administration ends, the power of the personal representative also ends. If an additional estate asset is located that was not part of the previous administration then the previously appointed personal representative (PR / Fiduciary) must be re-appointed through subsequent administration.

If the personal representative previously appointed cannot serve, the Court will need renunciations and/or bond waivers or a fiduciary bond. If an interested party that was a beneficiary or the PR is now deceased, their estates may also have to be opened or reopened.

### **How do I complete the task?**

The PR needs to submit the following typed or in black ink:

- Submit Application for Subsequent Administration (FORM 334ES) and fee: \$22.50, made payable to the Greenville County Treasurer
- If not the originally appointed PR, renunciations and bond requirements may be necessary
- Agent of service, if the PR is out of state

### **What happens after the Court appoints the personal representative?**

- After the appointment, the fiduciary will submit supplemental inventory and appraisal (FORM 350SQA);
- Possible additional court cost based on the new inventory estate assets
- If the estate is taxable, may be additional tax requirements
- Fiduciary to proceed with administration of new assets
- Complete closing requirements within a maximum of 90 days from reopening of estate, including Application for Settlement-Accounting (FORM 337ES) or Accounting Waiver (FORM 364ES), copy of asset transfer, beneficiary receipt (FORM 403ES) and any other Court requirements.

**Note:** Please see SC Code Sections 62-3-203(g) & 62-3-1008 for additional information. You are encouraged, contact an attorney for legal advice should you have any further questions.

SC Lawyer Referral Service –  
1-800-868-2284