



## Scott Duff & Co Solicitors

### Things you must do now

- Collect the medical death certificate from the doctor
- Register the death, this can be done by telephoning 0300 303 2472 to arrange an appointment at any Registry in Cumbria. Alternatively you can register online at [www.registration.cumbria.gov.uk/agenda/onlinebookings](http://www.registration.cumbria.gov.uk/agenda/onlinebookings)
- Use the Tell Us Once death notification service offered by the Registrar and follow this up either with a telephone call to the Department for Works and Pensions on 0800 085 7308 or online at [www.gov.uk/tell-us-once](http://www.gov.uk/tell-us-once)  
Note – you will need the reference number from the Registrar to be able to do this
- Check that you are insured to drive the deceased's car as if the insurance was in their name, the insurance ceases on their death
- Arrange the funeral  
The deceased may have left specific instructions with regard to funeral arrangements, these may be with members of the family, or there may be provision for this in the Will.  
Details of Funeral Directors can be found in Yellow Pages or online.

# Guidance following a Bereavement

### Things to consider in your own time

- Did the deceased leave a Will?  
Where is the original stored?  
If you are uncertain as to whether there was a Will, or you do not know where it is stored we can undertake a search through Certainty
- If the Will is at Scott Duff & Co, we will be able to discuss the Will with the Executors named in the Will upon production of the death certificate and one of the following forms of proof of identity for each Executor:-
  - current passport and/or driving licence; and a
  - utility bill or bank statement less than 3 months oldWe will need the signed authority and proof of identity of every Executor before we are able to release the Will.

### The advantages of using a solicitor to assist in the administration of the estate

- Gives reassurance at a time of personal stress
- Ensures those in the position of Executors or Administrators are adequately protected against claims
- Gives confidence that all matters in the estate are dealt with
- Enables advice to be given on the Will or intestacy
- Enables consideration to be given as to whether a variation should be made of the Will or intestacy
- Gives protection to funds held in the solicitor's client account

- Ensures that information which may be required in the future is stored and is accessible.

**Offices at:**

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[www.scottduff.co.uk](http://www.scottduff.co.uk)