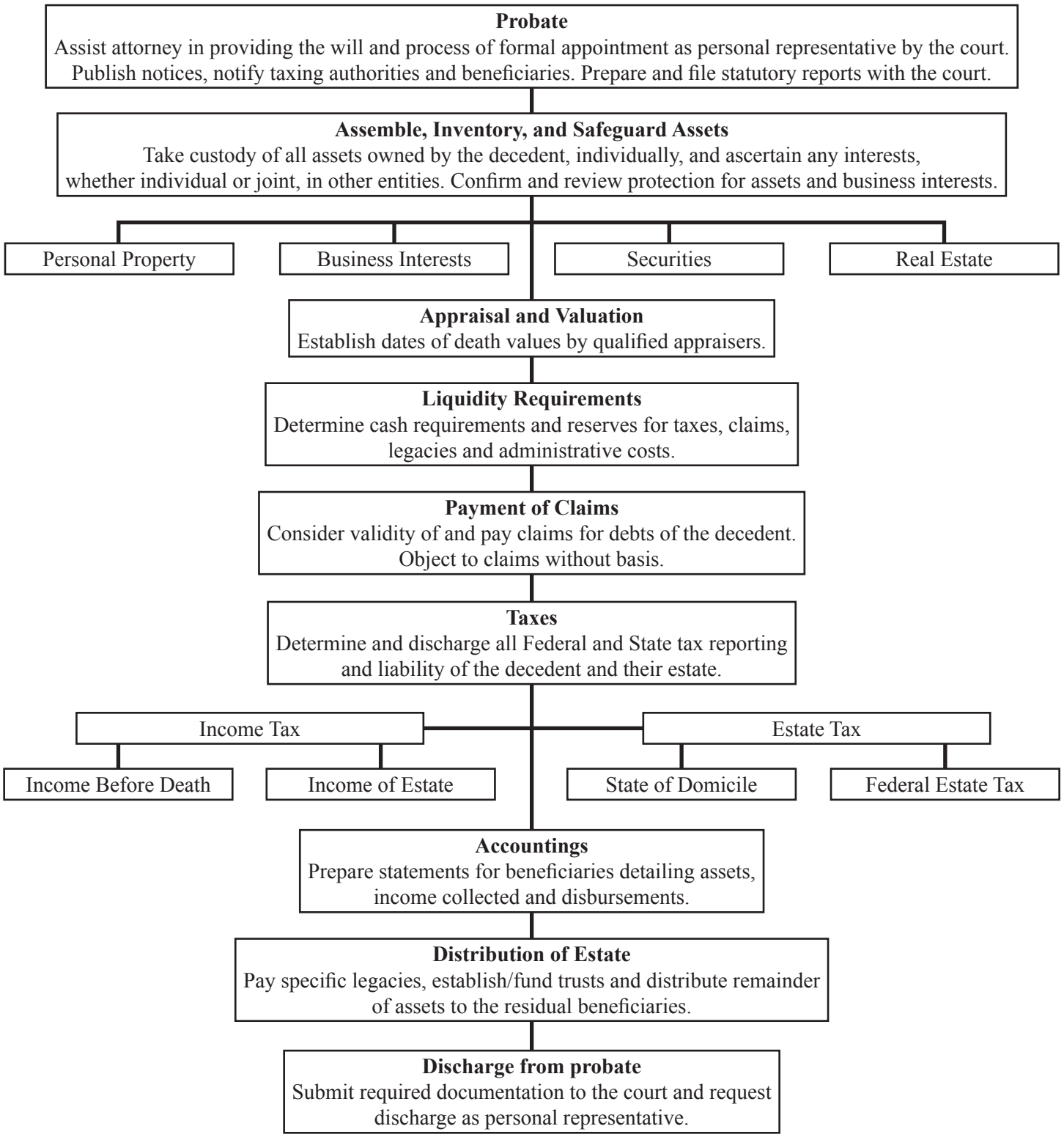DUTIES OF A PERSONAL REPRESENTATIVE/EXECUTOR