

JUDGE HENRY S. KENDERDINE JR. COURT SELF-HELP CENTER

2004 - 2024  
20  
YEARS

HOW TO FILE FOR:  
**SOME REGISTER OF WILLS  
ACTIONS**



**DISCLAIMER BY THE COURT OF COMMON PLEAS  
OF LANCASTER COUNTY, PENNSYLVANIA**

Neither the staff in the Center nor the staff in any Court office will be able to give you legal advice or help you fill out/complete the forms. The information in the packets is not a substitute for professional legal advice. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents.

**IF YOU WOULD LIKE INFORMATION ON HOW TO HIRE AN ATTORNEY, CALL  
LANCASTER BAR ASSOCIATION'S LAWYER REFERRAL SERVICE AT (717) 393-0737.**

**CONFIDENTIAL  
INFORMATION  
FORM**



**Instructions for Completing the Confidential Information Form**

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. “Financial Account Numbers” include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors’ names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). “Minor” is a person under the age of eighteen.
6. Abuse victim’s address and other contact information, including employer’s name, address and work schedule, in family court actions as defined by Pa.R.Civ.P. 1931(a), except for victim's name. “Abuse Victim” is a person for whom a protection order has been granted by a court pursuant to Pa.R.Civ.P. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.Civ.P. 1951 et seq. and 42 Pa.C.S § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**CONFIDENTIAL  
INFORMATION  
FORM**



*Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*  
204 Pa. Code § 213.81  
[www.pacourts.us/public-records](http://www.pacourts.us/public-records)

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Docket/Case No.

Vs.

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Court

This form is associated with the pleading titled \_\_\_\_\_, dated \_\_\_\_\_.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 1</p> <p>Alternative Reference: FAN 1</p> <p>Alternative Reference: DLN 1</p> <p>Alternative Reference: SID 1</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 2</p> <p>Alternative Reference: FAN 2</p> <p>Alternative Reference: DLN 2</p> <p>Alternative Reference: SID 2</p>

**CONFIDENTIAL  
INFORMATION  
FORM**



Additional page (if necessary)

<b>This Information Pertains to:</b>	<b>Confidential Information:</b>	<b>References in Filing:</b>
<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
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**CONFIDENTIAL  
INFORMATION  
FORM**



Additional page(s) attached. \_\_\_\_\_ total pages are attached to this filing.

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

\_\_\_\_\_  
Signature of Attorney or Unrepresented Party

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Attorney Number: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.**



**Abuse Victim Addendum**

**Instructions for Completing the Abuse Victim Addendum:** The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, **in family court actions** (see Pa.R.Civ.P. 1931(a)), **as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter.** This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

<b>Type of Family Court Action</b>		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
<b>This Information Pertains to:</b>	<b>Confidential Information:</b>	<b>References in Filing:</b>
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV 1 Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV 1 Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV 1 Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV 1 Other contact information

Attach additional page(s) if necessary.

**CONFIDENTIAL  
INFORMATION  
FORM**



**Abuse Victim Addendum**

Additional page (if necessary)

<b>Type of Family Court Action</b>		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV __ Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV __ Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV __ Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information

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<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV __ Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV __ Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information



**Instructions for Completing the Confidential Document Form**

The following documents are confidential and shall be filed with a court or custodian with the “Confidential Document Form”:

1. Financial Source Documents as listed on the form
2. Minors’ educational records
3. Medical/Psychological records are defined as “records relating to the past, present, or future physical or mental health or condition of an individual”
4. Children and Youth Services’ records
5. Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.Civ.P. 1920.33
6. Income and Expense Statement as provided in Pa.R.Civ.P. 1910.27(c)
7. Agreements between the parties as used in 23 Pa.C.S. § 3105

For each confidential document, list the paragraph, page, etc. where the document is referenced in the filing. Please note, this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.)

- **Please only attach documents necessary for the purposes of this case.**
- Complete the entire form and check all that apply.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed; a magisterial district court may do so upon request or its own initiative. A court of record may impose sanctions for failure to comply.

**CONFIDENTIAL  
DOCUMENT FORM**



*Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*

204 Pa. Code § 213.81

[www.pacourts.us/public-records](http://www.pacourts.us/public-records)

\_\_\_\_\_  
(Party name as displayed in case caption)

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Docket/Case No.

Vs.

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(Party name as displayed in case caption)

\_\_\_\_\_  
Court

This form is associated with the pleading titled \_\_\_\_\_, dated \_\_\_\_\_, \_\_\_\_\_.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached shall not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian.

**Please only attach documents necessary for the purposes of this case.** Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
Financial Source Documents Tax Returns and schedules	
W-2 forms and schedules including 1099 forms or similar documents	
Wage stubs, earning statements, or other similar documents	
Credit card statements	
Financial institution statements (e.g., investment/bank statements)	
Check registers	
Checks or equivalent	
Loan application documents	
Minors' educational records	
Medical/Psychological records	
Children and Youth Services' records	
Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.Civ.P. 1920.33	
Income and Expense Statement as provided in Pa.R.Civ.P. 1910.27(c)	
Agreements between the parties as used in 23 Pa.C.S. § 3105	

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

\_\_\_\_\_  
Signature of Attorney or Unrepresented Party

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Attorney Number: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE**

**DOCKET NO.** \_\_\_\_\_

I certify that this filing complies with the provisions of the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania that requires filing confidential information and documents differently than on-confidential information and documents.

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Attorney No. (if applicable): \_\_\_\_\_

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## **INTRODUCTION: REGISTER OF WILLS ACTIONS**

When someone dies, the assets they owned become part of their estate, and the debts they owed are liabilities of their estate. A “personal representative” must be formally appointed to administer the estate. The personal representative is responsible for the proper administration of the estate, which includes tax issues. It is recommended that you at least speak to an attorney so you understand your rights and responsibilities.

If you decide to represent yourself in the administration of the estate, it may take a lot of time and may entail much difficulty, confusion, and frustration. You will have to follow the Rules of Court and the tax laws just the same as an attorney. The Court and taxing authorities will not allow you to skip any procedures because you “did not know how or when” to do something.

This packet of information is not to be a substitute for professional legal advice tailored to a specific fact situation.

**THE REGISTER OF WILLS OFFICE CANNOT GIVE YOU LEGAL ADVICE.**

**IF YOU FEEL YOU NEED LEGAL ADVICE FROM AN ATTORNEY, CONTACT:**

**LANCASTER BAR ASSOCIATION  
LAWYER REFERRAL SERVICE:  
717-393-0737  
MONDAY – FRIDAY, 8 AM – 4 PM**

## **FREQUENTLY ASKED QUESTIONS:** **REGISTER OF WILLS ACTIONS**

### **1. Must all wills be probated? Can money distribution be made to heirs without probate?**

If there are no assets in the decedent's name alone, the will does not need to be probated. There are cases where distribution can occur without a will being probated:

Any bank or other savings organization may release up to **\$10,000\*** to family members when:

1. the decedent's accounts do not exceed **\$10,000\***
2. the funeral bill has been paid, and a receipt is presented

**\* EFFECTIVE 01/23/2026, THESE AMOUNTS WILL INCREASE TO \$20,000**

Life insurance companies may release certain monies under \$11,000 to named family members, rather than to the estate.

Certain patient accounts (not exceeding \$10,000) which have been kept by various health care institutions may be paid to the funeral director and/or to the family without probate.

Stocks and bonds physically noted "T.O.D." (transferable on death) or "P.O.D." (payable on death) may pass to heirs without probate

"Unclaimed funds" under **\$11,000\*\***, held by the Commonwealth of Pennsylvania, may be applied for without probate.

**\*\* EFFECTIVE 05/24/2026, THIS AMOUNT WILL INCREASE TO \$20,000**

### **2. If someone dies, where will I find the will?**

Wills for living persons are not "registered" and stored at the Register of Wills office. Wills are typically filed in the office of the Attorney who prepared the will, in the vault of a trust department, or in a private safety deposit box belonging to the person who wrote the will.

### **3. What happens if I can't find the will?**

Keep looking, it is very important to find it. In rare cases, a copy of the will can be admitted to probate, but all interested parties must sign affidavits, which must be filed with the Register of Wills.

#### 4. What if there is no will?

If the decedent died without a will (intestate), then the Register of Wills will grant Letters to the following (in the prescribed order):

1. Surviving spouse
2. Intestate heirs
3. Principal creditors of the decedent
4. "Other fit persons"

#### 5. What must legally be done with the will?

The executors must report to the courthouse of the county where the decedent was legally domiciled at the time of death with the following items:

1. A completed Estate Information Sheet (Form RW-01)
2. A completed Petition for Probate and Grant of Letters (Form RW-02)
3. The original will, all codicils, and/or any related documents giving direction as to how property should be disposed upon death
4. A death certificate
5. Appearance of executor(s)
6. Witnesses to will (unnecessary if will is *self-proven*; see note below)
7. Sworn English translation if will is written in a foreign language
8. A check or cash to cover probate fees. Probate fees are due to the Register of Wills at the time of probate. The costs, based on the value of the estate, are documented on the enclosed fee schedule (Form RW-15)

**NOTE:** If a notarized, self-proving affidavit is attached to the original will, the will is considered **self-proven**.

**If the will is not self-proving**, the two subscribing witnesses (witnesses who signed the will) **must** prove the signature of the decedent.

If the witnesses to the will are available: they must sign an Oath of Subscribing Witness (Form RW-04).

If the witnesses to the will are not available: an Oath of Unavailability (Form RW-05) must be filed. Two people familiar with the signature of the decedent must sign an Oath of Non-Subscribing Witness (Form RW-06), stating that they believe the signature on the will to be that of the decedent.

#### 6. I have been named executor, but I do not want to serve. Can I get out of it?

Yes. You must file a Renunciation (Form RW-03) with the Register of Wills office. This basically means you are turning down the job of executor. The contingent executor named in the will takes over at this point.

## **7. What must I do if I'm named executor?**

Responsibilities of executors vary greatly from estate to estate, depending on the particular circumstances of the decedent. However, there are certain forms that are required to be filed in all estates.

Notice must be given to all beneficiaries named in the will, and the spouse and children if there is no will, of the death of the decedent and the appointment of the personal representative. A copy of the probated will may be sent to those named in the will (Form RW-07).

Certification of Notice must be filed with the Register of Wills verifying that the personal representative has sent these notices (Form RW-08).

One of the major responsibilities of the personal representative is to determine what assets the decedent had in his name alone (probate assets) and are, therefore, under the control of the personal representative and subject to distribution under the terms of the will.

These assets may be cash, bank accounts, stocks and bonds, investment accounts, personal property, business interest, real estate, life insurance and/or retirement benefits.

These assets may be subject to Pennsylvania inheritance tax and possible federal estate tax. Therefore, these assets must be valued as of date of death and reported as such on the death tax returns.

Outstanding debts of the decedent, along with funeral expenses and estate administration expenses, must be determined and paid out of the estate assets before any distributions to beneficiaries. These debts and expenses are allowable deductions for Pennsylvania inheritance tax and federal estate tax purposes.

If the estate is insolvent (debts exceed assets), then the personal representative is responsible to pay claims based on a schedule of priority of payments.

## **8. Can the Register of Wills office guide me through estate administration, or must I get an attorney?**

There are two concerns that every personal representative shares. One is that the estate is administered properly according to law and the second is that the amount of taxes paid is minimized and the amount of assets passing to beneficiaries is maximized.

The Register of Wills is only a record-keeping office, and the clerks are not trained or licensed to give legal advice. Estate administration is typically conducted more effectively and efficiently with the assistance of legal counsel. Estate administration is an orderly process that is designed to ensure that the will of the decedent is carried out and the interest of all parties to the process are protected.

It is the duty and obligation of the personal representative (executor or administrator) to protect estate assets and pay all proper taxes and claims. A personal representative is personally responsible for improper distributions.

It is often necessary to review and interpret many documents and legal contracts, such as insurance policies, employee benefit information, income tax returns, stock, bonds, and business agreements.

## **9. What is a short certificate?**

A **short certificate** is a document issued by the Register of Wills after the will has been probated. It evidences the appointment of the personal representative to administer the estate. This document allows the personal representative to act on behalf of the estate to close bank accounts, file final income tax returns, process pension benefits, and close brokerage accounts.

The current charge is \$10.00 per certificate and each bank, etc. will require an original. It is called a short certificate because it is a one-half page form.

## **10. How do I know how much I have to pay in taxes? When do I have to pay them?**

There are three types of taxes to be considered: Pennsylvania inheritance tax, federal estate tax, and income tax. Pennsylvania inheritance tax is due nine months after the date of death, unless an extension is obtained. The personal income tax return of the decedent is due the April following the death. Competent tax advisors should be retained to assist with federal tax filings.

### **A. Pennsylvania Inheritance Tax**

The current tax rate is 0% on transfers to spouses and charities, 4.5% on transfers to “lineal” decedents (parents, grandparents, children, stepchildren, sons and daughters-in-law), 12% on transfers to siblings (brothers and sisters, half-brothers and sisters, and persons having at least 1 parent in common with the decedent either by blood or by adoption), and 15% on transfers to any other person.

A discount of 5% of the tax due is allowed for whatever portion of the tax is paid within three months of the decedent’s death.

The return and instruction booklet are available on the PA Department of Revenue’s website, <http://www.revenue.pa.gov>. This office serves only as an agent for the Commonwealth in the collection of inheritance tax and cannot help with the preparation of the return. The return is filed with Register of Wills and the tax check should be made payable to “Register of Wills, Agent.” After the return is filed, it will be audited by the Pennsylvania Department of Revenue and an Appraisalment will be issued notifying you if the return was accepted, or if changes were made resulting in a change in the amount of tax due.

All assets owned by the decedent alone or jointly with others (other than a spouse), and some assets transferred by the decedent during his lifetime are taxable. Life insurance is not taxable. Deductions are allowed for the funeral expenses, debts of the decedent, and estate administration expenses.

An inventory of the decedent's assets must be filed no later than the date of the filing of the account or the due date for the filing of the Inheritance Tax Return, whichever is earlier (Form RW-09).

## **B. Federal Estate Tax**

The Federal Estate Tax is collected on the transfer of a person's assets to his or her heirs and beneficiaries after his death. Basically, the tax due is calculated by adding up the fair market values of all of the decedent's assets as of his date of death. After credits and allowable deductions are subtracted from the total, a percentage of tax applies to the balance over a certain threshold called an exemption. The exemption amount changes from year to year. For further information, see the Internal Revenue Service website: <https://www.irs.gov/businesses/small-businesses-self-employed/estate-tax>.

Returns and instruction booklets may be obtained from the IRS. The return should be filed and the tax paid to the IRS in Cincinnati, Ohio. A copy of the return must be filed with the Register of Wills. After it is filed, the IRS will issue a "closing letter" notifying you if the return was accepted.

## **C. Income Tax**

Final lifetime income tax returns must be filed with the IRS and the Pennsylvania Department of Revenue on or before April 15 of the year after death. Those returns cover the period from January 1 to the date of death.

Beginning the day after death, the estate becomes a separate income taxpayer and "fiduciary" income tax returns must be filed. They cover the remainder of the year of death and, if so elected, can cover a longer fiscal year

**NOTE:** There are many intricacies in state and federal tax law as it relates to inheritance taxes and competent advisors should be retained to assist with tax filings.

## **11. When can distributions be made to beneficiaries?**

Distributions to beneficiaries can be made only after:

1. all inheritance and estate taxes have been paid;
2. you have received the Pennsylvania Appraisal and the IRS Closing Letter (if required); and
3. all of the other claims against the estate have been paid.

If there is no will, the assets must be distributed according to the Pennsylvania Intestate Law. The vast majority of estates administered in Lancaster County are closed “informally” or “out of court” which means that the accounting of the estate assets and expenses is presented to the beneficiaries, along with a release document. The beneficiaries approve this accounting and permit the personal representative to proceed with distribution.

However, there are occasions when the accounting must be filed with the Orphans’ Court and an Adjudication issued by the Orphans’ Court Judge. Some examples of when this process is followed would be if the will is ambiguous, there are family disputes, there are outstanding creditors, or if there are minor beneficiaries involved.

The accounting and a Petition which includes a proposed schedule of distribution are filed with the Court, and all parties of interest are given notice of the audit date. They may appear in Court at that time to voice any objections. The Orphans’ Court Judge will then issue his adjudication based on the information presented to him. This Court process is more expensive and can delay the closing of the estate anywhere from three months to over one year.

## **12. At what point are my duties as executor concluded?**

When you have done all that is necessary before distributing assets to beneficiaries (see question above), it is time to file final fiduciary income tax returns with the IRS and PA Department of Revenue. At the conclusion of the administration of the estate (and if the administration of the estate has not been completed within two years of the decedent’s death), you must also file a Status Report in the Register of Wills’ Office (Form RW-10). If you had the beneficiaries sign release documents, they should also be filed in the Register of Wills’ Office. Your duties as executor are then complete.

The administration process takes an average of one year, but can be completed in as little as three months or as long as many years, depending on the complexity of the estate.

## **13. Someone who owes me money has died. How do I collect?**

In most cases, if you notify the personal representative of your claim and he believes it to be a valid claim, he will pay it promptly. If the personal representative does not agree to pay the claim promptly, or if the estate assets are not sufficient to pay it in full, you should enter a formal claim in the estate proceedings (Form 11).

Generally, a claim against a decedent’s estate must be filed within one year of the decedent’s death, or at or prior to the call for audit by the Orphans’ Court of the personal representative’s account.

To file a claim, you must do the following:

- A. Obtain from the Register of Wills the file number for the estate, the name and address of the personal representative of the estate, and the name and address of the attorney for the estate.
- B. Complete a Claim form (Form RW-11) in which you identify the estate, your name and address, the character of your claim, and the amount of the claim.
- C. Take the original and three copies of the Claim form to the Register of Wills' Office, file the original, and have three copies time-stamped. You should then send one time-stamped copy to the personal representative, and one to the attorney. The third copy is for your records.
- D. Contact the personal representative after the claim has been filed to determine if the personal representative will agree to pay the claim. If so, request prompt payment, or obtain written agreement from the personal representative concerning payment.
- E. If you do not receive payment when due, or if the personal representative will not agree to pay the claim, and you wish to pursue the matter, you should contact an attorney to initiate the appropriate proceedings in the Orphans' Court.

#### **14. How do you handle small estates?**

In certain cases, it may not be necessary to open an estate and a Petition for Settlement of a Small Estate can be filed instead. The gross value of the Decedent's personal property cannot exceed \$50,000, or if the Decedent died before August 31, 2013, the gross value of the estate could not exceed \$25,000. The filing fee is \$157, payable to the Lancaster County Clerk of the Orphans' Court.

The filing is subject to the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. A Certificate of Compliance (Form RW-13) must be attached to the petition.

## **GLOSSARY: REGISTER OF WILLS ACTIONS**

**Annuity:** A contract between a company and an individual. The company agrees to provide an income for a specific period in exchange for money.

**Appraisal:** A good faith estimate of the fair market value of real estate or personal property.

**Beneficiary:** The person who is named in a Will or Trust Agreement to receive the proceeds from an estate or trust. A beneficiary can be an individual or an organization.

**Claimant:** A person, corporation or other party who files a legal claim asserting a right to property or money from the deceased person's estate.

**Creditor:** A person, corporation or other party who is owed property or money from the deceased person's estate. A creditor does not become a "claimant" (see above) until he or she files a legal claim.

**Decedent:** Another word for the deceased person.

**Estate:** The deceased person's property.

**Executor:** The person or trust company who administers the Will.

**Fiduciary:** A person or trust company with a duty to act for the financial benefit of another person, or according to the financial instructions of another person, in a responsible way. A trustee is one example of a fiduciary.

**Guardian:** A person or trust company named to take care of the deceased person's minor children or their property.

**Heir:** A person entitled to a portion of an estate, if there is no Will. (If there is a Will, those who inherit are legally called "beneficiaries," not "heirs").

**Intestate:** Having died without a will.

**Inventory:** The list of the deceased person's real and personal property, compiled by the personal representative and filed with the court.

**Letters:** A generic reference to orders appointing executors or administrators.

**Letters of Administration:** The order officially appointing the personal representative of an estate, when the person died without a Will or without an executor.

**Letters Testamentary:** The order officially appointing an executor of an estate where the deceased person had a Will.

**Notary Public:** A person authorized by the state to officially recognize that documents have been signed and officially seal such documents.

**Personal Property:** Any property that is not “real property” (real property includes land, and, most times, buildings).

**Register of Wills:** An elected official whose job it is to probate wills, process legal documents and maintain files.

**Residue:** The amount left in the estate after deduction of all expenses, taxes and specific bequests and devises.

**Successor Guardian:** Someone who becomes the guardian of the deceased person’s children if the guardian named cannot or will not serve.

**Tenancy by the Entireties:** Married people who own property together. When a spouse dies, the property automatically becomes by law the property of the surviving spouse, without being part of the probate estate.

**Tenancy in Common:** A form of ownership of property in which two or more parties share property ownership and any income from such property but have no right to survivorship.

This means that, if one dies, the survivor(s) does not automatically become owner of the decedent’s share of the property, rather the decedent’s interest in the property is part of his estate and passes according to his will.

**Joint Tenants with the Right of Survivorship:** A form of ownership of property in which two or more parties share ownership such that when one dies, the others automatically, by law, become the sole owners.

**Testate:** Having a will.

**Testator (testatrix):** A person who makes a will (whether the person is alive or dead).

**Trust:** A trust is a legal document. You transfer assets to the trustee who, in compliance with the trust, controls these assets for the benefit of the beneficiary. A trust may be created by a will (testamentary) or during lifetime (inter vivos).

**Trustee:** A person or trust company or other qualified entity appointed to administer a trust for someone’s benefit (the beneficiary).

**Unfunded Trust:** A trust is setup, but no transfer of assets is currently made to the trust. Many times, when a will is probated, it provides that assets are transferred to the trust from the estate.

**Will:** A document that appoints an executor after your death generally to take care of paying your bills and final expenses, gather and valuing your assets, paying death and final income taxes, and designating the beneficiary of your assets.

## **FORMS: REGISTER OF WILLS ACTIONS**

<b>RW -</b>	<b><u>NAME OF FORM</u></b>
<b>01</b>	PA REV-346 – ESTATE INFORMATION SHEET
<b>02</b>	PETITION FOR GRANT OF LETTERS
<b>03</b>	RENUNCIATION
<b>04</b>	OATH OF SUBSCRIBING WITNESS(ES)
<b>05</b>	OATH OF UNAVAILABILITY OF WITNESS
<b>06</b>	OATH OF NON-SUBSCRIBING WITNESS
<b>07</b>	NOTICE OF ESTATE ADMINISTRATION PURSUANT TO PA. O.C. RULE 10.5
<b>08</b>	CERTIFICATION OF NOTICE UNDER PA O.C. RULE 10.5
<b>09</b>	ESTATE INVENTORY
<b>10</b>	STATUS REPORT UNDER PA O.C. RULE 10.6
<b>11</b>	NOTICE OF CLAIM
<b>12</b>	PETITION FOR SETTLEMENT OF A SMALL ESTATE
<b>13</b>	CERTIFICATE OF COMPLIANCE
<b>14</b>	REGISTER OF WILLS BILL OF COSTS
<b>15</b>	ORPHANS’ COURT DIVISION BILL OF COSTS
<b>16</b>	PA REV-346 – ESTATE INFORMATION SHEET

**NOTE: PLEASE SEE LOCAL RULE NO. 205.2(a) PHYSICAL CHARACTERISTICS OF LEGAL PAPERS**

**REV-346**

BUREAU OF INDIVIDUAL TAXES  
PO BOX 280601  
HARRISBURG PA 17128-0601

**ESTATE INFORMATION SHEET**

**FOR REGISTER'S OFFICE USE ONLY**

County Code	Year	File Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION I DECEDENT INFORMATION**

Enter data as it will appear on all documents submitted to the Department.

Decedent's Social Security Number	Date of Death	Date of Birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name	Suffix	First Name	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION II TYPE FILING**

Fill in oval to indicate the nature of the return to be filed with the Department.

Probate Return     Joint Assets Only     Non-probate Assets Only     Litigation Purposes (no other assets)

**SECTION III LETTERS GRANTED**

Fill in oval to indicate the nature of the proceedings at the Register of Wills Office. (Attach additional sheets if explanation is necessary.)

Testamentary     Administration     No Letters     Other (Please Explain.)

**SECTION IV ATTORNEY/CORRESPONDENT INFORMATION**

Enter all information for the attorney or individual to receive tax information and correspondence.

Last Name	Suffix	First Name	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supreme Court I.D. #	Telephone Number	Attorney/ Correspondent's e-mail address:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
First Line of Address			
<input type="text"/>			
Second Line of Address			
<input type="text"/>			
City or Post Office	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**SECTION V PERSONAL REPRESENTATIVE INFORMATION**

Enter all information for the personal representative(s) of the estate authorized by the Register of Wills.

Executor/Administrator Last Name	Suffix	First Name	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Line of Address			
<input type="text"/>			
Second Line of Address			
<input type="text"/>			
City or Post Office	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Telephone Number			
<input type="text"/>			

Indicate additional personal representatives on reverse side.

<b>OFFICIAL USE ONLY</b>
TRANSACTION COUNT <input type="text"/>



Decedent's Social Security Number

Decedent's Name: \_\_\_\_\_

**SECTION V PERSONAL REPRESENTATIVE INFORMATION cont.**

Co-Executor/Administrator Last Name (if necessary) Suffix First Name MI

First Line of Address

Second Line of Address

City or Post Office State ZIP Code

Telephone Number

Second Co-Executor/Administrator Last Name (if necessary) Suffix First Name MI

First Line of Address

Second Line of Address

City or Post Office State ZIP Code

Telephone Number



PETITION FOR GRANT OF LETTERS

REGISTER OF WILLS OF

Petitioner(s) named below, who is/are 18 years of age or older, apply(ies) for Letters as specified below, and in support thereof aver(s) the following and respectfully request(s) the grant of Letters in the appropriate form:

Decedent's Information

Name:
a/k/a:
a/k/a:
a/k/a:

File No:
(Assigned by Register)

Social Security No:
Age at death:

Date of Death:

Decedent was domiciled at death in County, (State) with his/her last principal residence at
Street address, Post Office and Zip Code City, Township or Borough County

Decedent died at
Street address, Post Office and Zip Code City, Township or Borough County State

Estimate of value of decedent's property at death:

If domiciled in Pennsylvania... All personal property \$
If not domiciled in Pennsylvania... Personal property in Pennsylvania \$
If not domiciled in Pennsylvania... Personal property in County \$
Value of real estate in Pennsylvania... \$
TOTAL ESTIMATED VALUE... \$

Real estate in Pennsylvania situated at:
(Attach additional sheets, if necessary.) Street address, Post Office and Zip Code City, Township or Borough County

A. Petition for Probate and Grant of Letters Testamentary

Petitioner(s) aver(s) he/she/they is/are the Executor(s) named in the last Will of the Decedent, dated and Codicil(s) thereto dated

State relevant circumstances (e.g. renunciation, death of executor, etc.)

Except as follows: after the execution of the instrument(s) offered for probate Decedent did not marry, was not divorced, was not a party to a pending divorce proceeding wherein the grounds for divorce had been established as defined in 23 Pa. C.S. § 3323(g), and did not have a child born or adopted; and Decedent was neither the victim of a killing nor ever adjudicated an incapacitated person.

NO EXCEPTIONS EXCEPTIONS

B. Petition for Grant of Letters of Administration (If applicable)
c.t.a., d.b.n., d.b.n.c.t.a., pendente lite, durante absentia, durante minoritate

If Administration, c.t.a. or d.b.n.c.t.a., enter date of Will in Section A above and complete list of heirs.

Except as follows: Decedent was not a party to a pending divorce proceeding wherein the grounds for divorce had been established as defined in 23 Pa. C.S. § 3323(g) and was neither the victim of a killing nor ever adjudicated an incapacitated person.

NO EXCEPTIONS EXCEPTIONS

Petitioner(s), after a proper search has/have ascertained that Decedent left no Will and was survived by the following spouse (if any) and heirs (attach additional sheets, if necessary):

Table with 3 columns: Name, Relationship, Address

**Oath of Personal Representative**

Official Use Only
-------------------

COMMONWEALTH OF PENNSYLVANIA }  
 } SS:  
 COUNTY OF \_\_\_\_\_ }

Petitioner(s) Printed Name	Petitioner(s) Printed Address

The Petitioner(s) above-named swear(s) or affirm(s) the statements in the foregoing Petition are true and correct to the best of the knowledge and belief of Petitioner(s) and that, as Personal Representative(s) of the Decedent, the Petitioner(s) will well and truly administer the estate according to law.

Sworn to or affirmed and subscribed before \_\_\_\_\_ Date \_\_\_\_\_  
 me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Date \_\_\_\_\_  
 By: \_\_\_\_\_ Date \_\_\_\_\_  
*For the Register* \_\_\_\_\_ Date \_\_\_\_\_

**BOND Required: YES NO**  
**FEES:**

Letters . . . . . \$ \_\_\_\_\_  
 ( ) Short Certificate(s). . . . . \_\_\_\_\_  
 ( ) Renunciation(s). . . . . \_\_\_\_\_  
 ( ) Codicil(s). . . . . \_\_\_\_\_  
 ( ) Affidavit(s). . . . . \_\_\_\_\_  
 Bond. . . . . \_\_\_\_\_  
 Commission. . . . . \_\_\_\_\_  
 Other \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Automation Fee. . . . . \_\_\_\_\_  
 JCS Fee. . . . . \_\_\_\_\_  
**TOTAL. . . . . \$ \_\_\_\_\_**

*To the Register of Wills:*  
**Please enter my appearance by my signature below:**

Attorney Signature:  _____  <b>Printed Name:</b> _____ <b>Supreme Court</b> <b>ID Number:</b> _____  Firm Name: _____ Address: _____ _____ _____  Phone: _____ Fax: _____ Email: _____
---

**DECREE OF THE REGISTER**

**Estate of** \_\_\_\_\_ **File No:** \_\_\_\_\_  
 a/k/a: \_\_\_\_\_

**AND NOW**, \_\_\_\_\_, \_\_\_\_\_, in consideration of the foregoing Petition, satisfactory proof having been presented before me, **IT IS DECREED** that Letters \_\_\_\_\_ are hereby granted to \_\_\_\_\_ in the above estate and (if applicable) that the instrument(s) dated \_\_\_\_\_ described in the Petition be admitted to probate and filed of record as the last Will (and Codicil(s)) of Decedent.

\_\_\_\_\_  
 Register of Wills

# RENUNCIATION

## REGISTER OF WILLS

Estate of \_\_\_\_\_, Deceased

The undersigned, \_\_\_\_\_, in the capacity/relationship as  
(Name or Corporate Name)  
\_\_\_\_\_ of the above Decedent, hereby renounces the right to  
administer the Estate of the Decedent and, to the extent permitted by law pursuant to 20 Pa.C.S. §  
3155, respectfully requests that Letters be issued to \_\_\_\_\_.

\_\_\_\_\_  
(Date)

### Name of Corporate Fiduciary (if applicable)

\_\_\_\_\_  
Signature of Officer/Representative

\_\_\_\_\_  
Title of Officer/Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

### Executed in Register's Office

Sworn to or affirmed and subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy for Register of Wills

Form RW-03 Rev. 01.01.20

\_\_\_\_\_  
Name of Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature of Person

### Executed out of Register's Office

Commonwealth of Pennsylvania )  
County of \_\_\_\_\_ ) SS:

Before the undersigned personally  
appeared the party executing this  
renunciation and certified that he or she  
executed the renunciation for the purposes

stated within on this \_\_\_\_\_ day of

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

(Signature and Seal of Notary or other official qualified to administer  
oaths. Show date of expiration of Notary's Commission.)

# OATH OF SUBSCRIBING WITNESS(ES)

## REGISTER OF WILLS

Estate of \_\_\_\_\_, Deceased

\_\_\_\_\_, (each) a subscribing witness to  
(Print Name/s)  
the Will Codicil(s) presented herewith, (each) being duly qualified according to law, depose(s) and say(s) that she / he / they was / were present and saw the above Testator / Testatrix sign the same and that she / he / they signed the same and that she / he / they signed as a witness at the request of the Testator / Testatrix in her / his presence and in the presence of each other.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(City, State, Zip)

### **Executed in Register's Office**

Sworn to or affirmed and subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

### **Executed out of Register's Office**

Commonwealth of Pennsylvania )  
County of \_\_\_\_\_ ) SS:  
Sworn to or affirmed and subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy for Register of Wills

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
(Signature and Seal of Notary or other official qualified to administer oaths. Show date of expiration of Notary's Commission.)

NOTE: To be taken by Officer authorized to administer oaths. Please have present the original or copy of instrument(s) at time of notarization.

COMMONWEALTH OF PENNSYLVANIA  
COUNTY OF LANCASTER

In the probate of the Last Will and Testament of \_\_\_\_\_

\_\_\_\_\_, Deceased

Estate No. \_\_\_\_\_

**OATH OF UNAVAILABILITY OF WITNESS**

I, \_\_\_\_\_, do say that \_\_\_\_\_

\_\_\_\_\_ subscribing witness(es) to the above mentioned last Will and Testament is/are not readily available to prove the signature of the Testator/trix because :

Affirmed and subscribed before me

this \_\_\_\_\_ day of

\_\_\_\_\_,

\_\_\_\_\_  
For the Register

**OR**

\_\_\_\_\_  
Signature

Affirmed and subscribed before me

this \_\_\_\_\_ day of

\_\_\_\_\_,

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_

# OATH OF NON-SUBSCRIBING WITNESS(ES)

## REGISTER OF WILLS

Estate of \_\_\_\_\_, Deceased

\_\_\_\_\_ and \_\_\_\_\_,  
(each) being duly qualified according to law, depose(s) and say(s) that she / he / they was / were well-acquainted with \_\_\_\_\_ and am/are familiar with the handwriting and signature of the decedent, and that the signature of \_\_\_\_\_ to the foregoing instrument purporting to be the Last Will and Testament/Codicil of \_\_\_\_\_ is in his/her own proper handwriting.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip)

### **Executed in Register's Office**

Sworn to or affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy for Register of Wills

### **Executed out of Register's Office**

Commonwealth of Pennsylvania )  
County of \_\_\_\_\_ ) SS:  
Sworn to or affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
(Signature and Seal of Notary or other official qualified to administer oaths. Show date of expiration of Notary's Commission.)

**IMPORTANT NOTICE**

**NOTICE OF ESTATE ADMINISTRATION  
PURSUANT TO Pa. O.C. Rule 10.5**

**THIS NOTICE DOES NOT MEAN THAT YOU WILL RECEIVE ANY  
MONEY OR PROPERTY FROM THIS ESTATE OR OTHERWISE**

*Whether you will receive any money or property will be determined wholly or partly by the decedent's will. If the decedent died without a will, whether you will receive any money or property will be determined by the intestacy laws of Pennsylvania.*

BEFORE THE REGISTER OF WILLS,

IN RE: ESTATE OF \_\_\_\_\_, Deceased

File Number \_\_\_\_\_

TO: \_\_\_\_\_ (Beneficiary)  
\_\_\_\_\_ (Address)

Please take notice of the death of the Decedent and the grant of Letters to the personal representative(s) named below. The Decedent died on \_\_\_\_\_, a resident of

The Decedent died: \_\_\_\_\_ testate (with a Will) or \_\_\_\_\_ intestate (without a Will).

You may have a beneficial interest in the estate as follows:

(If additional space is needed, use separate sheet)

The name(s), address(es), and telephone number(s) of all personal representatives appointed are:

NAME	ADDRESS	TELEPHONE
_____	_____	_____
_____	_____	_____

If the Decedent died testate, the Will has been filed with the Office of the Register of Wills of \_\_\_\_\_  
If the Decedent died intestate, a Petition for the Grant of Letters of Administration was filed with the Office of the Register of Wills of \_\_\_\_\_

The Register's address is \_\_\_\_\_,  
and telephone number is \_\_\_\_\_.

A copy of the Will or Petition may be obtained by contacting the Register of Wills and paying the charges for duplication.

Date \_\_\_\_\_ Capacity: Personal Representative Counsel

**Corporate Fiduciary (if applicable)**

\_\_\_\_\_  
Name of Corporate Fiduciary  
\_\_\_\_\_  
Name of Representative and Title  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Signature of Officer/Representative

\_\_\_\_\_  
Name of Person  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Signature of Person

# CERTIFICATION OF NOTICE UNDER Pa. O.C. Rule 10.5

## REGISTER OF WILLS

Name of Decedent: \_\_\_\_\_

Date of Death: \_\_\_\_\_ File Number: \_\_\_\_\_

Date Letters Granted: \_\_\_\_\_

To the Register:

I certify that Notice of Estate Administration required by Pa. O.C. Rule 10.5 of the Orphans' Court Rules was served on or mailed to the following beneficiaries of the above-captioned estate on \_\_\_\_\_, \_\_\_\_\_:

Name:

Address:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*(If more space is needed, attach separate sheet.)*

Notice has now been given to all persons entitled thereto under Pa. O.C. Rule 10.5 except:

\_\_\_\_\_

Date \_\_\_\_\_

Capacity:    Personal Representative    Counsel

**Corporate Fiduciary (if applicable)**

\_\_\_\_\_  
Name of Corporate Fiduciary

\_\_\_\_\_  
Name of Person

\_\_\_\_\_  
Name of Representative and Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature of Officer/Representative

\_\_\_\_\_  
Signature of Person

# INVENTORY REGISTER OF WILLS OF

File Number \_\_\_\_\_

The undersigned, \_\_\_\_\_, Personal Representative(s) of the Estate of \_\_\_\_\_ deceased, depose(s) and say(s) that the items appearing in the following Inventory include all of the personal assets wherever situated and all of the real estate in the Commonwealth of Pennsylvania of said Decedent, that the valuation placed opposite each item of said Inventory represents its fair value as of the date of Decedent's death, and that Decedent owned no real estate outside of the Commonwealth of Pennsylvania except that which appears in a memorandum at the end of this Inventory.

I verify that the statements made in this Inventory are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

**Corporate Fiduciary (if applicable)**

\_\_\_\_\_

Name of Corporate Fiduciary

\_\_\_\_\_

Name of Representative and Title

\_\_\_\_\_

Signature of Officer/Representative

\_\_\_\_\_  
Signature of Personal Representative

\_\_\_\_\_  
Signature of Personal Representative

\_\_\_\_\_  
Date

(Supreme Court I.D.#) \_\_\_\_\_

**Attorney -- (Name)** \_\_\_\_\_

(Name of Law Firm) \_\_\_\_\_

(Address) \_\_\_\_\_

(Telephone) \_\_\_\_\_

(Email) \_\_\_\_\_

DATE OF DEATH	LAST RESIDENCE	DECEDENT'S SOC. SEC. NO.
---------------	----------------	--------------------------

**FIGURES MUST BE TOTALED**

*(Attach additional sheets as needed)*

**TOTAL:**

NOTE: The Memorandum of real estate outside the Commonwealth of Pennsylvania may, at the election of the personal representative, include the value of each item, but such figures should not be extended into the total of the Inventory. (See 20 Pa. C.S. § 3301(b))

# Pa. O.C. Rule 10.6 STATUS REPORT

## REGISTER OF WILLS OF

Name of Decedent: \_\_\_\_\_

Date of Death: \_\_\_\_\_ File Number: \_\_\_\_\_

Pursuant to Pa. O.C. Rule 10.6, I report the following with respect to completion of the administration of the above-captioned estate:

1. State whether administration of the estate is complete: . . . . . Yes No

2. If the answer is No, state when the personal representative reasonably believes that the administration will be complete:

\_\_\_\_\_

3. If the answer to No. 1 is YES, state the following:

a. Did the personal representative file a final account with the Court? . . . . . Yes No

b. The separate Orphans' Court No. (if any) for the personal representative's account is:

\_\_\_\_\_

c. Did the personal representative state an account informally to the parties in interest? . . . . . Yes No

d. Copies of receipts, releases, joinders, and approvals of formal or informal accounts may be filed with the Clerk of the Orphans' Court or may be attached to this report.

Date \_\_\_\_\_

Capacity: Personal Representative Counsel

### Corporate Fiduciary (if applicable)

\_\_\_\_\_  
Name of Corporate Fiduciary

\_\_\_\_\_  
Name of Person

\_\_\_\_\_  
Name of Representative and Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature of Officer/Representative

\_\_\_\_\_  
Signature of Person

**NOTICE OF CLAIM**

(Filed Pursuant to 20 Pa.C.S. § 3532)

COURT OF COMMON PLEAS OF  
\_\_\_\_\_ COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION

ESTATE OF \_\_\_\_\_, DECEASED  
No. \_\_\_\_\_

To the Clerk of the Orphans' Court Division:

Enter the claim of \_\_\_\_\_ in the  
*(Claimant)*  
amount of \$ \_\_\_\_\_, against the above entitled Estate.

The Decedent, who resided at \_\_\_\_\_  
*(Street Address)*  
\_\_\_\_\_, died on \_\_\_\_\_. Written notice of  
*(Date of Death)*  
said claim was given to \_\_\_\_\_  
*(Personal Representative or his/her counsel)*  
at \_\_\_\_\_  
*(Address)*  
on \_\_\_\_\_.  
*(Date)*

\_\_\_\_\_  
*(Claimant)*  
\_\_\_\_\_  
*(Street Address)*  
\_\_\_\_\_  
*(City, State, Zip)*

\_\_\_\_\_  
*(Claimant's Counsel)* *(Supreme Court I.D. No.)*  
\_\_\_\_\_  
*(Address)*  
\_\_\_\_\_  
\_\_\_\_\_  
*(Telephone)*

**Please fill in this form and follow the directions at the end for submitting.**

**IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION**

IN RE: \_\_\_\_\_  
\_\_\_\_\_,  
Deceased

No. \_\_\_\_\_

**PETITION FOR SETTLEMENT OF A SMALL ESTATE**

Name(s) and address(es) of Petitioner(s):

<b>Name</b>	<b>Address</b>	<b>Relationship to Decedent</b>

1. The said decedent, \_\_\_\_\_, who died on \_\_\_\_\_, resided prior to death at \_\_\_\_\_, Lancaster County, Pennsylvania.

2. The decedent died  Testate (with a Will)  
 Intestate (without a Will)

a) If Testate, was the Last Will and Testament lodged or probated with the Register?

Yes or  No (If **Yes**, copy attached)

If **Yes**, to whom were Letters granted and the date of issuance or the date The Last Will & Testament was lodged?

If **No**, the original of the Decedent's Last Will and Testament, dated is attached.

If the original Will cannot be produced, the reason it cannot be produced is:

A photocopy of the original Will and a copy of the Register's Decree accepting the photocopy for probate are attached hereto.

b) If Intestate, were Letters of Administration granted?

Yes or  No

If **Yes**, to whom were Letters granted and what is the date of issuance?

\_\_\_\_\_

3. Decedent's assets (excluding property distributed under 20 Pa. C.S. Section 3101) and the value of each asset:

<b>Asset</b>	<b>Value at date of death</b>

4. Total value of assets at date of death: \$ \_\_\_\_\_

5. The Petitioner(s) has received notice of the following bills:

<b>Creditor</b>	<b>Address</b>	<b>Claim amount</b>	<b>Paid or Unpaid</b>	<b>Admitted</b>	<b>Contested</b>

6. a) The names, addresses, and relationship to the decedent of all beneficiaries or heirs entitled to any part of decedent's estate under the decedent's Will or, alternatively, the intestate laws are:

<b>Name</b>	<b>Address</b>	<b>Relationship</b>

b) If a beneficiary or an heir is a minor or is incapacitated, the name and address of such beneficiary's legal representative:

Name of beneficiary/ heir	Name of legal representative	Address of legal representative

7. Is a claim for family exemption included?  Yes or  No

If **Yes**, is Claimant the surviving spouse?  Yes or  No

If Claimant is not the surviving spouse, indicate the relationship of the Claimant to the Decedent, and whether the Claimant resided with the Decedent on the date of death:

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8. A true and correct copy of the Department of Revenue Notice of Appraisalment of the inheritance tax return filed on the Decedent's estate, showing that no inheritance tax is due, is attached.

If all taxes have not been paid, state reason why the taxes were not paid in full:

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9. Decedent was 55 years of age or older at date of death:  Yes or  No

If **Yes**: A request for a statement of claim was sent to the PA Department of Human Services in accordance with 62 P.S. Section 1412 on \_\_\_\_\_ (date) and the response from the PA Department of Human Services is attached.

10. The name of each proposed distributee and the proposed distribution amount (not %) is:

Name	Distribution amount

11. The name of each testate or intestate beneficiary and whether they have consented to this petition or object:

Name	Consent	Object
	<input type="checkbox"/>	


WHEREFORE, Petitioner respectfully requests this Honorable Court to approve the settlement of the small estate.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner #2 (if applicable)

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**VERIFICATION TO THE PETITION**

I/we, \_\_\_\_\_, verify that the facts set forth in this PETITION FOR SETTLEMENT OF A SMALL ESTATE are true and correct to the best of my/our knowledge, information, and belief.

I/we understand that false statements herein are made subject to the penalties of 19 Pa. C.S. Section 4904 relating to unsworn falsification to authorities.

Petitioner: \_\_\_\_\_ (signature)

Date: \_\_\_\_\_

Petitioner #2 (if applicable): \_\_\_\_\_ (signature)

Date: \_\_\_\_\_

**ATTACHED EXHIBITS:**

**Check all that apply and attach to this Petition:**

1.  An original death certificate (must be attached; a copy is NOT acceptable)
2.  Decedent's Will (original must be attached unless previously probated)
3.  PA Department of Revenue Notice of Appraisalment and Assessment of Tax Letter (a copy is acceptable).
4.  Original signed consents, joinders, and statements of no objection signed by interested parties
5.  Copies of any correspondence received from the Pennsylvania Department of Human Services (PA DHS)

The printed Petition for Settlement of a Small Estate should be submitted to the Clerk of the Orphans' Court, Lancaster County Courthouse, 50 N. Duke Street, Lancaster, PA 17602 either in person or by mail along with a check for the filing fee of \$157 and a self-addressed and postage pre-paid envelope. If you would like a time-stamped copy, please provide a copy and ensure there is enough postage for the return of the copy of the petition to you.

**CERTIFICATE OF COMPLIANCE**

DOCKET NO.: \_\_\_\_\_

I certify that this filing complies with the provisions of the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania that requires filing confidential information and documents differently than non-confidential information and documents.

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Attorney No. (if applicable): \_\_\_\_\_

## 2026 Register of Wills' Bill of Costs

<b>Affidavit</b> Other than service	15.00
<b>Appeal from Register</b> includes Bond fee and certification of record to Orphans' court	100.00
<b>Automation Fee</b>	15.75
<b>Caveat</b> Filing and entering	50.00
<b>Certification and Seal</b>	25.00
<b>Claim</b> Common or Real Estate	30.00
<b>Family Exemption</b> Personalty, without advertising	30.00

<b>Certification of Records</b> furnished by requestor	
<b>Letters</b> Testamentary or Letters of Administration	20.00
<b>Will</b>	20.00
<b>Any other record</b>	20.00

<b>Miscellaneous</b>	
<b>Citation</b> per Respondent	75.00
<b>Election</b> to take under or against will	30.00
<b>Commission</b> out of state appointment for this office	60.00
<b>Taking oath for another office</b> appointment for another office	35.00
<b>Exemplification of Record</b> Filing in office and filing out of office	75.00
<b>Inheritance Tax Return (ITR )</b> filing of original or supplemental	25.00
<b>Register of Wills Hearing</b>	500.00 Paid at scheduling
<b>Subpoena</b>	15.00
<b>Photocopies</b>	1.00/ page
<b>Return Check Fee</b>	\$35.00
<b>Inventory</b> Filing and recording (no page limit)	25.00
<b>Tax Certificate</b> For payment or preparation outside Lancaster County	20.00

## 2026 Register of Wills' Bill of Costs

Letters: Testamentary, C.T.A., or Administration	
Probate Fee \$0 - \$25,000	100.00
\$25,000.01 - \$50,000.00	175.00
Over \$50,000.01 - \$100,000.00	250.00
Over \$100,000.00 each additional \$100,000.00 or fraction thereof	150.00
Recording of Will	3.00/pg beyond the first
Recording of Codicil	25.00
Bond or Bond Waiver for non-resident personal representative/ no bond clause	25.00
Letters D.B.N.	35.00
Letters D.B.N.C.T.A.	35.00
JCP as per Sec. 3733(a.l) of the Judicial Code, 42 Pa.C.S.#3733(a.l) as amended known as JCS/ATJ	41.25
Revoke and Reissue of Letters Letters after probate	75.00
Renunciation	15.00
Short Certificate	10.00

In cases not specifically provided for, the Register shall make the same charge as that imposed for services of a substantially similar nature.

Effective January 1, 2026

**2026 Orphans' Court Division Bill of Costs**

<b>Accounts</b>	
Filing, advertising, recording and setting up printed copies of advertisement of accounts and adjudication	
*Cost is based on valuation of gross estate, (gross principal receipts plus gross income)	
<b>\$0 - \$10,000.00</b>	<b>100.00</b>
<b>\$10,000.01 - \$25,000.00</b>	<b>150.00</b>
<b>\$25,000.01 - \$50,000.00</b>	<b>200.00</b>
<b>\$50,000.01 - \$100,000.00</b>	<b>250.00</b>
<b>Each additional \$100,000.00</b> of total debits or fraction thereof	<b>150.00</b>
<b>Accounts For Administration of Power of Attorney</b> (includes JCS/ATJ and Automation fees)	<b>257.00</b>
<b>Accounts Re-filing</b>	<b>35.00</b>
<b>Adoptions</b>	
<b>Filing Intent to Adopt</b>	<b>30.00</b>
<b>Petition</b> for hearing and decree	<b>182.00</b> Includes certified copy of final decree, JCS/ATJ, and automation fees
<b>Petition for Involuntary Termination</b>	<b>182.00</b> Includes JCS/ATJ and automation fees and decree
<b>Counseling Fund</b>	<b>75.00</b>
<b>Foreign Adoption filing</b>	<b>100.00</b>
<b>Additional Security Petition</b> to approve additional Bond or relieve filing thereof	<b>25.00</b>
<b>Affidavit</b>	<b>15.00</b>
<b>Citations</b>	
<b>Petition for Filing</b>	<b>50.00</b>
<b>One respondent</b>	<b>15.00</b>
<b>Each additional respondent</b>	<b>10.00</b>
<b>Compromise</b>	<b>50.00</b>

## 2026 Orphans' Court Division Bill of Costs

<b>Guardian of Minor</b>	
Appointment including certificate or discharge for each ward	
<b>Guardian of estate and /or Guardian of person</b>	<b>132.00</b> Includes JCS/ATJ and Automation Fees
<b>Filing inventory</b>	<b>25.00</b>
<b>Filing and approval of Bond</b>	<b>25.00</b>
<b>Incapacity Guardianships</b>	
<b>Filing petition</b> for Appointment of Guardian, Issuance of Citation and Final Decree and Certificate	<b>207.00</b> Includes JCS/ATJ and Automation Fees
<b>Filing and approval of Bond</b>	<b>25.00</b>
<b>Report of Guardian of the Person</b>	<b>25.00 (If Not filed electronically)</b>
<b>Report of Guardian of the Estate</b>	<b>25.00 (If Not filed electronically)</b>
<b>Petition for sale of property</b>	<b>50.00</b>
<b>Marriage</b>	
<b>Application</b>	<b>75.00</b>
<b>Waiver</b>	<b>60.00</b>
<b>Duplicate Marriage License</b>	<b>30.00</b>
<b>Certified Copy of Marriage License</b>	<b>20.00</b>
<b>Certified Copy of Marriage Application</b>	<b>20.00</b>
<b>Single Affidavit</b>	<b>40.00</b>
<b>Miscellaneous</b>	
<b>Appeal to Supreme or Superior Court</b> Certificate of record and Bond	<b>150.00</b>
<b>Birth Record Certification</b> from original record	<b>20.00</b>
<b>Certification of Records</b> Record furnished by applicant	<b>20.00</b>
<b>Photocopies</b>	<b>1.00</b> Per page
<b>Deed by Clerk: Execution</b>	<b>75.00</b>
<b>JCP/JCS/ATJ</b>	<b>41.25</b>
<b>Subpoena</b>	<b>10.00</b>
<b>Partition</b>	
(all proceedings, including order of sale)	
<b>One purpart</b>	<b>75.00</b>
<b>Each additional purpart</b>	<b>25.00</b>

**2026 Orphans' Court Division Bill of Costs**

<b>Presumed Decedent</b>	
<b>Presumed Decedent</b> Petition and Final Decree	<b>60.00</b>
<b>Real Estate – Sale or Mortgage</b>	
<b>For all purposes except partition</b>	<b>50.00</b>
<b>Additional purparts, each</b>	<b>25.00</b>
<b>Recording in estate</b>	
<b>Release, Disclaimer, Assignment</b>	<b>35.00</b> Includes all pages
<b>Each additional page (over 4)</b>	<b>FEE ELIMINATED</b>
<b>Small Estate</b> pursuant to PEF Code, Section 3102	<b>157.00</b> Includes JCS/ATJ and automation fees (does <b>not</b> include ITR fee)
<b>Trustee</b>	
<b>Appointment or discharge (including certificate)</b>	<b>35.00</b>
<b>Copy of appointment</b>	<b>10.00</b>
<b>Trust Instrument</b> Filing and recording	<b>142.00</b> Includes JCS/ATJ fees
<b>Trust Termination, petition</b>	<b>35.00</b>

Automation Fee 15.75

Returned Check Fee 35.00

In cases not specifically provided for, the Clerk shall make the same charge as that imposed for services of a substantially similar nature.

Effective January 1, 2026