

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
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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: _____
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**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



# COUNTY OF ALLEGHENY

SARA INNAMORATO  
COUNTY EXECUTIVE

## INSTRUCTIONS FOR PROBATE APPLICATIONS

These instructions are for the filing procedures in the Department of Court Records. They are not legal advice. **LEGAL QUESTIONS SHOULD BE DIRECTED TO AN ATTORNEY OF YOUR CHOICE.**

The Department of Court Records does not recommend attorneys.

- 1) One (1) typed application is required.
- 2) The original will and one (1) copy must be presented.
- 3) If the will is not self-proving, the subscribing witnesses must appear in person or notarized affidavits must be provided from the subscribing witnesses attached to a copy of the will. If the subscribing witnesses are deceased or their residence is outside the Commonwealth of Pennsylvania, a notarized affidavit of non-availability must be presented.
- 4) Non-subscribing witnesses must appear in person.
- 5) An original death certificate must be presented.
- 6) A filing fee of \$180.25 must be paid by cash, business/estate check or credit card.  
This fee will include the 10.5 - Certification of Notice to Beneficiaries and the 10.6 - Status Report complete fee at the time of the Grant of Letters. See Fee schedule at <https://www.alleghenycounty.us/court-records/wills/index.aspx>
- 7) There is a fee of \$10.00 per Short Certificate.
- 8) All probates with Grant of Letters must be advertised. (P.E.F., CODE, TITLE 20, § 3162)
- 9) PA Inheritance Tax forms are available in Room 216, City-County Building.
- 10) After probate is complete (the will is filed in the DCR) the following items must be filed:
  - a. Certificate of Notice – Must be filed within three (3) months after probate
  - b. Inventory – Must be filed nine within (9) months of the date of death
  - c. PA Inheritance Tax return – must be filed within nine (9) months of the date of death (a discounted rate applies if filed within three (3) months from the date of death).
  - d. Status Reports must be filed within two (2) years of the probate.Forms are available at: [www.alleghenycounty.us/wo](http://www.alleghenycounty.us/wo) and click on “Probate Forms”

You can look up an estate at: [dcr.alleghenycounty.us](http://dcr.alleghenycounty.us)

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MICHAEL MCGEEVER, DIRECTOR

**DEPARTMENT OF COURT RECORDS, WILLS/ORPHANS' COURT DIVISION**

CITY-COUNTY BUILDING ● 414 GRANT STREET ● FIRST FLOOR ● PITTSBURGH, PA 15219

PHONE: (412) 350-4180 ● FAX (412) 350-3028 ● [WO@ALLEGHENYCOUNTY.US](mailto:WO@ALLEGHENYCOUNTY.US)