Reset

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: _____ **File No:** _____

a/k/a: _____ **(Assigned by Register)**

a/k/a: _____

a/k/a: _____ **Social Security No:** _____

Date of Death: _____ **Age at 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. . . .	$ 0.00

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)*:

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 me this _____ day of _____, _____
By: _____
For the Register

_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____

BOND Required: ☐ **YES** ☐ **NO**

FEES:

Letters	$
( ) Short Certificate(s)	
( ) Renunciation(s)	
( ) Codicil(s)	
( ) Affidavit(s)	
Bond	
Commission	
Other _____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
Automation Fee	
JCS Fee	
TOTAL	$ 0.00

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

Attorney Signature:

_____

Printed Name: _____
Supreme Court ID Number: _____

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

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 typed Petition for Probate Application is required.
2) The Original Will and One (1) Photocopy must be presented.
3) If the Will is not Self-Proving, the Subscribing Witnesses may 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 along with the **Non-Subscribing Witness Affidavits**.
4) Non-Subscribing Witnesses may appear in person, or a notarized Affidavit must be provided.
5) An Original Death Certificate must be presented.
6) The minimum Probate filing fee is **$190.25** and may be paid by Cash, Credit Card, Attorney/Estate/Business Check (**Personal Checks are not accepted**). This fee includes the 10.5 Certification of Notice to Beneficiaries and the 10.6 Status Report-Complete filing fees at the time of the Grant of Letters. See Fee Schedule at https://www.alleghenycounty.us/court-recods/wills/index.aspx.
7) There is an additional 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**, 2nd Fl., City-County Building.
10) **After probate is complete (the Will is filed in the DCR) the following items must be filed**:
    a. **Certification of Notice Rule 10.5-**Must be filed within three (3) months of Probate (Prepaid).
    b. **Inventory (must be typed)-**Must be filed within nine (9) months of the date of death. (See: Inventory Fee Chart).
    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). Inheritance tax forms are filed, and taxes are paid on the Second Floor, Room 216.
    d. **Status Report Rule 10.**6-**Complete** must be filed within two (2) years of probate (Prepaid). Note: There is a $10.00 fee for all **Status Report-Not Complete** forms.

    Forms are available at: www.alleghenycounty.us/wo and click on "Probate Forms".

    You can look up Estates at: dcr.alleghenycounty.us.

MICHAEL MCGEEVER, DIRECTOR
DEPARTMENT OF COURT RECORDS
115 COURTHOUSE • 436 GRANT STREET • PITTSBURGH, PA 15219
PHONE (412) 350-5323 • FAX (412) 350-6061 • WWW.ALLEGHENYCOUNTY.US

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