



**Register of Wills / Clerk of Orphans' Court
Scranton Electric Building
507 Linden Street
Suite 400
Scranton Pa 18503-1632
570-963-6702
570-963-6377 (fax)**

HEARING PROCEDURE FOR MATTERS BEFORE THE REGISTER

1. DEPOSIT / BRIEF

In any dispute which comes before the Register of Wills, before a matter is listed for a hearing, the Office of Register of Wills will require the following:

- (a) A \$200.00 fee with any unused portion to be refunded after the matter is resolved with the Register of Wills office.
- (b) All parties who are appearing before the Register shall file a Memorandum of Law setting forth their respective contentions as to the facts and laws ten (15) days prior to the hearing.

2. INFORMAL CONFERENCE PRIOR TO HEARING DATE

Whenever it appears that a hearing will be required, an informal conference will be attended by counsel 10 days before the scheduled hearing for the respective parties. The purpose of the conference is to:

- (a) Familiarize counsel with the Register's hearing procedures;
- (b) Narrow the issues and obtain Stipulations if possible;
- (c) Provide an opportunity for counsel to consider settlement.

3. HEARING PROCEDURE

Counsel is expected to present their case with the same formality as at a Court hearing. Rules of Evidence will be followed. Within thirty (30) days of the conclusion of the hearing, counsel shall submit to the Register of Wills Proposed Findings of Fact and Conclusions of Law for consideration **only if** a final decision is not rendered the day of the scheduled hearing.