

INSTRUCTIONS FOR PROBATE

1. ONE TYPED PETITION IS REQUIRED.
2. ONE TYPED ESTATE INFORMATION SHEET. THE SOCIAL SECURITY NUMBER OF THE PERSONAL REPRESENTATIVE **DOES NOT** HAVE TO BE PROVIDED.
3. THE ORIGINAL WILL MUST BE PRESENTED.
4. IF THE WILL IS NOT SELF-PROVING, THE SUBSCRIBING WITNESSES MUST APPEAR IN PERSON OR THE SUBSCRIBING WITNESS FORM MUST BE NOTARIZED. IF THE SUBSCRIBING WITNESSES ARE DECEASED OR THEIR RESIDENCE IS OUTSIDE OF THE COMMONWEALTH, A NOTARIZED AFFIDAVIT OR UNAVAILABLE WITNESS AFFIDAVIT MUST BE PROVIDED BY THE PETITIONER.
5. THE ORIGINAL DEATH CERTIFICATE IS REQUIRED.
6. FEE SCHEDULE IS AVAILABLE AND FEES MUST BE PAID WHEN PETITION IS FILED.
7. SHORT CERTIFICATES ARE \$7.00 PER CERTIFICATE. THE SHORT CERTIFICATE IS *ONLY* ISSUED TO PETITIONER OR ATTORNEY REPRESENTING THE ESTATE.
8. ALL PROBATES WITH GRANT OF LETTERS MUST BE ADVERTISED (P.E.F. CODE, TITLE 20, SECTION 3162).
9. INHERITANCE TAX FORM (S) ARE AVAILABLE IN THE OFFICE OF THE REGISTER OF WILLS or www.revenue.state.pa.us
10. AFTER PROBATE IS COMPLETE (WILL FILED), THE FOLLOWING ITEMS MUST BE FILED:
 - A. CERTIFICATION OF NOTICE – THREE (3) MONTHS AFTER PROBATE
 - B. INVENTORY – NINE (9) MONTHS FROM DATE OF DEATH
 - C. STATUS REPORT – WITHIN TWO (2) YEARS OF THE PROBATE
 - D. INHERITANCE TAX RETURN – WITHIN NINE (9) MONTHS OF DATE OF DEATH (DISCOUNT DURING FIRST THREE (3) MONTHS AFTER DATE OF DEATH)

ANY LEGAL QUESTIONS SHOULD BE DIRECTED TO AN ATTORNEY OF YOUR CHOICE.

THE STAFF OF THIS OFFICE IS NOT PERMITTED TO GIVE LEGAL ADVICE. IF YOU NEED TO HIRE AN ATTORNEY YOU CAN CONTACT

**LACKAWANNA BAR ASSOCIATION
LAWYER REFERRAL SERVICE
338 NORTH WASHINGTON AVENUE, 3RD FLOOR
SCRANTON PA 18503
TELEPHONE (570) 969-9600**