

Petition for Probate and Grant of Letters

Estate of \_\_\_\_\_

No.: \_\_\_\_\_
To: Director, Department of Court Records
Wills/Orphans' Court Division for
the County of Allegheny in the
Commonwealth of Pennsylvania

Also known as \_\_\_\_\_ Deceased

Social Security No.: \_\_\_\_\_ Date of Death : \_\_\_\_\_

Petitioner(s), who is/are 18 years of age or older, respectfully represents and apply(ies) for:
COMPLETE ' A ' OR ' B ' and if necessary, Part ' C ' BELOW

- Probate and Grant of Letters
Testamentary
of Administration
c.t.a
d.b.n.c.t.a.(complete Part 'C' also)
and aver that Petitioner(s) is/are entitled to the aforementioned Letters
under the Last Will of the above named Decedent dated \_\_\_\_\_ and codicil(s) dated \_\_\_\_\_

State relevant circumstances, e.g. renunciation, death of executor, etc.
Except as follows, Decedent did not marry, was not divorced, and did not have a child born or adopted after execution of the
documents offered for probate; was not the victim of a killing and was never adjudicated incapacitated and was not a party to
a pending divorce proceeding at the time of death wherein grounds for divorce has been established as defined in 23 PA C.S.
section 3323(g):

- Grant of Letters of Administration
(d.b.n.; pendente lite ; durante absentia ; durante minoritate)

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 as set forth below in part 'C'.

- Decedent's heirs and next of kin

Table with 3 columns: Name, Relationship, Residence

COMPLETE THE FOLLOWING IN ALL CASES

Decedent was domiciled at death in \_\_\_\_\_ County, Pennsylvania, with his/her
last family or principal residence at \_\_\_\_\_
(list street, number and municipality)

Decedent, then \_\_\_\_\_ years of age, died \_\_\_\_\_, at \_\_\_\_\_
(location)

Decedent at death owned property with estimated values as follows:
(If domiciled in PA)..... All personal property..... Unknown
(If not domiciled in PA)..... Personal property in Pennsylvania.....
(If not domiciled in PA)..... Personal property in County.....
Value of real estate in Pennsylvania.....\$

situated as follows : \_\_\_\_\_
Wherefore, Petitioner(s) respectfully request(s) the probate of the last Will and Codicil(s) presented with this Petition and the
grant of letters in the appropriate form to the undersigned:

Table with 2 columns: Signature, Name and Residence

### Allegheny County, Pennsylvania Oath of Personal Representative

Commonwealth of Pennsylvania

The Petitioner(s) above-named swear(s) or affirm(s) that the statement 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, Petitioner(s) will well and truly administer the estate according to law.

Sworn to or affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ Signature(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the Director

No.: \_\_\_\_\_  
Estate of \_\_\_\_\_ Social Security No: \_\_\_\_\_  
Also known as \_\_\_\_\_, deceased Date of Death : \_\_\_\_\_

### DECREE OF PROBATE AND GRANT OF LETTERS

AND NOW, \_\_\_\_\_, in consideration of the Petition on the reverse side hereof, satisfactory proof having been presented before me, IT IS DECREED that Letters  Testamentary  Of Administration

(d.b.n.c.t.a. ; pendente absentia ; durante minoritate cta,dbn)

are hereby granted to \_\_\_\_\_  
in the above estate of \_\_\_\_\_  
also known as \_\_\_\_\_ and that the instrument(s) dated \_\_\_\_\_  
described in the Petition be admitted to probate and filed of record as the last Will of the Decedent.

IS BOND REQUIRED?  YES  NO AMOUNT \$ \_\_\_\_\_

ARE THEY ANY MINOR HEIRS? YES  NO

Probate, Letters..... \$ \_\_\_\_\_ Director \_\_\_\_\_  
Short Certificates(s)..[ ] \$ \_\_\_\_\_ Probate Clerk \_\_\_\_\_  
Renunciation(s).....[ ] \$ \_\_\_\_\_  
Affidavit(s).....[ ] \$ \_\_\_\_\_ Attorney \_\_\_\_\_  
Reg. Comp. Fee..... \$ \_\_\_\_\_ Signature : \_\_\_\_\_  
JCP Fee.....\$ \_\_\_\_\_ Name : \_\_\_\_\_  
RRC Fee..... \$ \_\_\_\_\_ Address : \_\_\_\_\_  
Other....[ ] \$ \_\_\_\_\_  
Other....[ ] \$ \_\_\_\_\_

TOTAL..... \$ \_\_\_\_\_ Telephone : \_\_\_\_\_

Receipt #.....\$ \_\_\_\_\_ Supreme Court I.D. No. : \_\_\_\_\_



# COUNTY OF ALLEGHENY

RICH FITZGERALD  
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) Nonsubscribing witnesses must appear in person.
- 5) An original death certificate must be presented.
- 6) A filing fee of \$155.50 must be paid by cash, attorney check, or an estate check. (See Fee schedule at [www.alleghenycounty.us/wo](http://www.alleghenycounty.us/wo))
- 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)