ESTATE OF ,

DECEASED

FILE NO.

DATE OF DEATH:

# CITATION

TO:

AND NOW, this day of , 20 , upon petition of , you are hereby cited to show cause why Letters of Administration on the Estate of should not be granted to .

If you intend to contest the Petition, you must file an answer to the Petition with the Register of Wills Office located at One Quaker Plaza, Room 106, Stroudsburg, Pennsylvania, 18360, as well as with the Petitioner or their attorney by name,

located at on or before twenty

(20) days of service of this Citation on you.

Should a hearing be required, a Request for Hearing must be submitted. A fee of $250.00 will be due to the Register of Wills office at the time the Request for Hearing is filed. The Moving Party is required to serve their Motion or Request for Hearing on any interested party and file Proof of Service of the same prior to the Hearing date.

Kate Best, Register of Wills

ESTATE OF ,

DECEASED

FILE NO.

DATE OF DEATH:

# PRELIMINARY DECREE

AND NOW, this day of , 20 , upon consideration of the Petition of , a Citation is awarded directed to , to show cause why Letters of Administration in the Estate of , Deceased, should not be granted to Petitioner.

Petitioner shall serve the Petition and Citation by Certified Mail, return receipt requested and by First-Class Mail, postage prepaid, to the last known address of .

Service shall be deemed complete upon receipt if Certified Mail service is effectuated. If Certified Mail service is refused or not claimed and said First-Class mailing is not returned as undeliverable by the United States Postal Service, service shall be deemed complete three (3) days after mailing by First-Class Mail.

Kate Best, Register of Wills

ESTATE OF ,

DECEASED

FILE NO.

DATE OF DEATH:

# AFFIDAVIT OF SERVICE

I, , hereby certify that I served the Petition and Citation in this matter on in accordance with the Register’s Preliminary Decree dated .

Certified Mail Service was either refused or undeliverable. First-Class Mail service was initiated by depositing the Petition and Citation, postage pre-paid, in First-Class Mail on

 . First-Class Mail service was not returned as undeliverable. Twenty-three (23) days have now passed since I deposited the Petition and Citation in First-Class Mail in accordance with the Register’s Order and no answer to the Petition and Order has been filed to my knowledge.

Date Signature

Sworn to and subscribed before me, the undersigned notary public, this day of , 20 .

Notary Public

ESTATE OF ,

DECEASED

FILE NO.

DATE OF DEATH:

# AFFIDAVIT OF SERVICE

I, , hereby certify that I served the Petition and Citation in this matter on in accordance with the Register’s Preliminary Decree dated .

Service was effectuated by Certified Mail and a return receipt is attached hereto. Twenty

(20) days have now passed since the date of the return receipt and no answer to the Petition and Citation has been filed to my knowledge.

Date Signature

Sworn and subscribed before me, the undersigned notary public, this day of , 20 .

Notary Public

## IN THE REGISTER OF WILLS MONROE COUNTY, COMMONWEALTH OF PENNSYLVANIA

ESTATE OF ,

DECEASED

FILE NO.

DATE OF DEATH:

# ORDER

AND NOW, this day of , 20 , upon consideration of the petition of , and no answer having been filed before the return date set forth in the citation issued pursuant to said petition, Letters of Administration on the Estate of are hereby granted to

 .

 ,

Kate Best, Register of Wills