

IN THE REGISTER OF WILLS MONROE COUNTY,
COMMONWEALTH OF PENNSYLVANIA

ESTATE OF _____, FILE NO. _____
DECEASED 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

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

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

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

ESTATE OF _____, FILE NO. _____
DECEASED 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

IN THE REGISTER OF WILLS MONROE COUNTY,
COMMONWEALTH OF PENNSYLVANIA

ESTATE OF _____, FILE NO. _____
DECEASED 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 _____, FILE NO. _____

 DECEASED 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