



Register  
Kate Best

## REGISTER OF WILLS

Monroe County  
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### UPDATED HEARING PROCEDURES

The Monroe County Register of Wills Office is instituting new procedures for the following common citation requests:

#### **Admitting a Copy of a Will for Probate and The Granting of Letters of Administration**

- A drafted Petition (Pleading), as well as the completed Citation and Proposed Decree from our website will be submitted to the Register of Wills office along with a \$15.00 fee.
- Once reviewed, the Register will sign the documents and return them to be served.
- The documents must be served by both First-Class Mail and Certified Mail, return receipt requested.
- The individuals served have 20 days from the date of service to file an answer with the Register of Wills office as well as with the Petitioner or their attorney, if they intend to contest the Petition.
- Should the 20 days pass without a response from the individuals served, the petitioner may file an Affidavit of Service. The Affidavit submitted depends on the service method. Both forms are also on our website.
- Once reviewed, an order will be granted by the Register.
- Should the individual served file an answer within the timeframe and a hearing is required, a Request for Hearing must be submitted to the Register's office and payment of the \$250.00 hearing fee must be made. New Request for Hearing forms are available on our website.

We believe the new procedures will streamline the process for these two issues, as well as decrease the cost that is passed onto the estate.

Should you have any questions, please do not hesitate to reach out to our office. As a note, hard copies of all forms are available in our office in addition to the PDF and Word versions that are online.

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