



ALICIA A. SEIGLER

1 North Main Street,
P.O. Box 68, Courthouse,
Mifflintown, PA 17059

**Juniata County Register & Recorder
Clerk of Orphan's Court**

PHONE: (717) 436-7709
FAX: (717) 436-7756

INSTRUCTIONS FOR PROBATE/ESTATE PETITIONS

These instructions are for the filing procedures in the JUNIATA COUNTY REGISTER OF WILLS OFFICE.
These instructions are not legal advice.

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

The JUNIATA COUNTY REGISTER OF WILL'S OFFICE does not recommend attorneys.

1. Petition for Grant of Letters is required.
2. The original will must be presented.
3. If the will is not self-proving, the subscribing witnesses must appear in person or a notarized Oath of Subscribing Witness(es) form must be provided from the subscribing witnesses. 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. Non-subscribing witnesses must appear in person.
5. An original death certificate must be presented.
6. A filing fee will be charged. Please call the office at (717-436-7709) or see Fee Schedule at www.juniataco.org/elected-officials/register-wills to obtain cost for probate.
7. There is a fee of \$4.00 per Short Certificate.
8. All probates and Grant of Letters must be advertised. (PEF Code, Title 20, §3162)
9. PA Inheritance Tax Forms are available in the Register & Recorder's Office and if you visit www.juniataco.org/elected-officials/register-wills/ and/or www.revenue.pa.gov
10. After probate is complete (the will is filed) 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 (9) months on the date of death (\$10.00) filing fee
 - 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). Filing fee is \$14.00. The fee will be charged at the time of probate.
 - d. Status Report must be filed within two (2) years of the probate.

Forms are available at: www.juniataco.org/elected-officials/register-wills