

COURT OF COMMON PLEAS OF LACKAWANNA COUNTY  
ORPHANS' COURT DIVISION

IN RE: ESTATE OF \_\_\_\_\_ FILE # 35-\_\_\_\_\_-20\_\_\_\_\_

Please complete this check list when certifying an estate as being ready for distribution. **Then attach each of the documents to this form.** However, should for some reason a document not be available, kindly give the reason or an explanation.

Please sign and date the bottom of this form.

I. ALL FILING FEES MUST BE PAID PRIOR TO ACCOUNT GOING TO AUDIT

II ATTACHED ARE THE FOLLOWING:

1. Will, Trust or Letters Testamentary  
(or of Administration) \_\_\_\_\_
2. Statement of Proposed Distribution \_\_\_\_\_
3. Proof of Notification to Heirs and if necessary,  
notification to office of Attorney General \_\_\_\_\_
4. Proof of Publication \_\_\_\_\_
5. Inventory \_\_\_\_\_
6. Proof of Payment of Inheritance Tax \_\_\_\_\_
7. First & Final (or Partial) Accounting \_\_\_\_\_
8. Certificate from Attorney Stating the Estate is  
is ready to be Distributed. \_\_\_\_\_

With regard to attorney's fees or executor's commissions, should the amount exceed 5% of the gross estate, please explain and submit a copy of bill for same explaining services.

Submitted by: \_\_\_\_\_

(ATTORNEY)

Date: \_\_\_\_\_, 20\_\_\_\_\_