EFILING INSTRUCTIONS

WWW.MONTGOMERYCOUNTYPA.GOV

Departments

Judicial

Register of Wills

PROBATE

https://webapp.montcopa.org/ROWEFILING

BEFORE YOU BEGIN

YOU NEED INDIVIDUAL PDF FILES FOR

DEATH CERTIFICATE

WILL if there is one. The whole will as one file

PHOTO ID of Executor(s)/Administrator(s)

RENUNCIATIONS

YOU NEED TO HAVE AN ESTIMATE OF THE ASSETS THAT ARE IN THE DECEDENT'S NAME ONLY. ALWAYS UNDER ESTIMATE.

PERSONAL – Checking account, savings account, CDs, Stocks and bonds. Just give us one total. Do **not** value autos.

REAL ESTATE – only PA Real Estate.

ACCOUNT INFORMATION

REGISTER AS NEW USER

Create ID and Password

Attorney question

ACCOUNT

Contact Details

Email

EFiling

Consent

Name and Birthdate

GO BACK TO REGISTER OF WILLS PAGE

Continue

CREATE FILING

Create **Register of Wills** Filing

Click on **Initial Probate Filing**

Click on **Select a Filing Type** (grey bar)

Click on Petition for **Letters of Administration** (no Will) or

Petition for **Letters of Testamentary** (there is a Will)

CASE

MUNICIPALITY dropdown list

PROBATE TYPE dropdown list - click **Probate only**

STATE RELEVENT CIRCUMSTANCES

DECEDENT - This information comes from the Death Certificate

ASSETS

Click add assets

Type dropdown box

PERSONAL PROPERTY – Checking and savings accounts, CDs, Stocks and Bonds. One value and under estimate

REAL PROPERTY - List each PA property. One value under Estimate.

PARTIES

Click add party

PERSONAL REPRESENTATIVE TYPE - TESTAMENTARY

RELATIONSHIP

Fill in all information

PERSONAL REPRESENTATIVE TYPE - ADMINISTRATION

With Administration, there is an order of who is an heir and who has a right to act.

Examples:

Decedent was married with children. Spouse has the right to act but all the children have to be listed as heirs. If there is a deceased child, their children are listed as heirs.

Decedent divorced/widowed having children. All children have the right to act or some can renounce doing the work to one. Those who renounce must supply a signed and notarized Renunciation Form. All must be listed as heirs. If there is a deceased child, their children are listed as heirs.

You should supply a Family Tree and proof of death for those relatives That who would have been next to act if they were alive.

If the Administrator **lives out of State,** they need to get a 'surety bond' for **twice** the Personal Assets.

ATTACHMENTS

Click on white bar – 'Click to browse or drop files here to up load'

Load File - pick document type

OPTIONS

SHORT CERTIFICATE QUANITY – You need one for each financial (Real Estate, Bank accounts, stocks, bonds and autos). Maybe add one more just in case.

Click **Finish**

Click **Proceed to Checkout**

Pay with a charge or debit card. You will receive a receipt for you to print

Your filing will be reviewed in **3 to 5 days**

If you get an **ACCEPTANCE** email you will be given a link, in the email, to set up a date and time for a video conference. You will also be given instructions on what to do next. You have two choices:

If you don't want to come to Norristown, please mail in the original Paperwork. It is advised to send it so that you can track it.

2 day Priority Mail with the US Post Office

REGISTER OF WILLS
PO BOX 311
NORRISTOWN, PA 19404

OR

UPS/FEDEX
REGISTER OF WILLS
ONE MONTGOMERY PLAZA
425 SWEDE STREET 4TH FLOOR
NORRISTOWN, PA 19401

Your other option is to bring in your originals into the office.

ONE MONTGOMERY PLAZA
REGISTER OF WILLS
425 SWEDE STREET 4TH FLOOR
NORRISTOWN, PA 19401

You can walk out with your Letters and short certificates.

If you get a **REJECTION** email you will be given instructions on how to fix the problem. You would then go back in to rejected filings and fix the problem. You have to put in your payment information again since your first payment will be refunded.

CORRECT A REJECTED EFILING

WWW.MONTGOMERYCOUNTYPA.GOV

Departments

Judicial

Register of Wills

PROBATE

https://webapp.montcopa.org/ROWEFILING

CREATE FILING

Create **Register of Wills** Filing

Click on **Subsequent Probate Filing**

Click **REJECTED FILINGS**

Click **Proceed to Checkout**

Pay with a charge or debit card. You will receive a receipt for you to print

HISTORY

Choose **Date Range**

Click **View Filings**

Click on **View**

Make your corrections

If you need to add PDF files, you may have to click the blue 'Re-file

Click on white bar – 'Click to browse or drop files here to up load'

Load File - pick document type

Click **Finish**

Click **Proceed to Checkout**

YOU HAVE TO PAY AGAIN. YOUR FIRST PAYMENT WILL BE RUFUNDED. USUALLY WITHIN 2 WEEKS

Pay with a charge or debit card. You will receive a receipt for you to print.

Your filing will be reviewed in **3 to 5 days**

If you get an **ACCEPTANCE** email you will be given a link, in the email, to set up a date and time for a video conference. You will also be given instructions on what to do next. You have two choices:

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PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

AS OF DECEMBER 13TH 2018 ALL GUARDIAN REPORTS ANNUAL & FINAL AND GUARDIAN INVENTORY MUST BE FILED IN THE GTS TRACKING SYSTEM.
https://ujsportal.pacourts.us/Secure/OrphansCourt/SearchCourtCases.aspx

Continue

WELCOME: MONTCO\DBRENNAN
Logout

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PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

Home | Create Filing | History | Messages | Profile

Quick Links

Welcome: MONTCO\DBRENNAN
(0 Filings) Logout

Create Filing
Create a new filing for a new or existing case.

History
Search through all of your previously posted filings.

Search
Search through all existing Register of Wills/Orphans' Court records.

Rejected Filings
View your rejected filings.
(You currently have 0 rejected items)

Messages
View all of your current E-Filing messages.
(You have 0 unread messages)

Profile
View or update your profile and application preferences.

Contact Us
Have any questions or concerns? Contact us.

PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

Create Orphans' Court Filing

Create Register of Wills Filing

Welcome: MONTCO\DBRENNAN
(0 Filings) Logout

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Choose "**Initial Filing**" only if this is the first filing in the matter and there is no Orphans' Court or Register of Wills case number assigned. If this is a Decedent's estate and there has been a Register of Wills number assigned, choose "**Subsequent Filing**" and input the estate number in the following format: "**201_X____**". Finally, choose "**Submit Case**"

○ Initial Probate Filing ○ Subsequent Probate Filing

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PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

New Case: Probate Initial Filing of Petition for Letters of Administration

Case | Decedent | Assets | Parties | Attachments | Options

Select a Municipality*

Select a Probate Type*

State relevant circumstances (e.g. renunciation, death of executor, etc.)

Cancel | Previous | Next | Finish

PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

New Case: Probate Initial Filing of Petition for Letters of Administration

Case | Decedent | Assets | Parties | Attachments | Options

Last Name* First* Middle Suffix Add alias

Address

Country*
UNITED STATES

Address Line 1* Address Line 2

City* State* Pennsylvania Zip Code*

Details

Social Security Number* Date of Birth Date of Death* Age at Death*

Place of Death*

Domiciled at Death:

County* MONTGOMERY State* PA

copy decedent address

Cancel Previous Next Finish

PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

New Case: Probate Initial Filing of Petition for Letters of Administration

Case | Decedent | Assets | Parties | Attachments | Options

Last Name*: b
First*: b
Middle
Suffix
Add alias

Address

Country*: UNITED STATES

Address Line 1*: 123 main street
Address Line 2

City*: anywhere
State*: Pennsylvania
Zip Code*: 19038

Details

Social Security Number*: 111-22-3333
Date of Birth: 1/20/2000
Date of Death*: 9/23/2024
Age at Death*: 24

Place of Death*: 123 main street, anywhere, PA 19038

copy decedent address

Domiciled at Death:

County*: MONTGOMERY
State*: PA

Cancel | Previous | Next | Finish

PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

New Case: Probate Initial Filing of Petition for Letters of Administration

Case | Decedent | Assets | Parties | Attachments

Add asset

Type | Address

Total Value:

Cancel | Previous | Next | Finish

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PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

New Case: Probate Initial Filing of Petition for Letters of Administration

Case | Decedent | Assets | Parties | Attachments

Add asset

Type	Address
PERSONAL PROPERTY	
REAL PROPERTY	123 MAIN STREET< ANYWHERE< PA 19038

Total Value:

Cancel | Previous | Next | Finish

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PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

New Case: Probate Initial Filing of Petition for Letters of Administration

Case | Decedent | Assets | Parties | Attachments | Options

Add party

Name	Representative Type	Relationship	Options

Cancel | Previous | Next | Finish

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Probate Party

If party is renouncing rights, check "Renounced". If there is a will, do not check "Heir"

If you are an Attorney Filing on Behalf of your Client Please Enter your Information on this page to Complete your Entry of Appearance

Personal Representative Type: ADMINISTRATOR

Relationship*: SPOUSE

Name ⊕ Add alias

Type: Person | Title | Last Name*: b | First*: a | Middle

Email Address: 111@gmail.com

Home Phone # | Work Phone #

Probate Party Address

Country*: UNITED STATES

Address Line 1*: 123 main street | Address Line 2

City*: anywhere | State*: Pennsylvania | Zip Code*: 19038

Save Cancel

Probate Party

If party is renouncing rights, check "Renounced". If there is a will, do not check "Heir"
If you are an Attorney Filing on Behalf of your Client Please Enter your Information on this page to Complete your Entry of Appearance

Personal Representative Type: ADMINISTRATOR

Relationship*: SPOUSE

Name ⊕ Add alias

Type: Person | Title | Last Name* | First* | Middle

Email Address

Home Phone # | Work Phone #

Probate Party Address

Country*: UNITED STATES

Address Line 1* | Address Line 2

City* | State*: Pennsylvania | Zip Code*

Save Cancel

PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

New Case: Probate Initial Filing of Petition for Letters of Administration

Case | Decedent | Assets | Parties | Attachments | Options

Click here for help with attachments.

Click to browse or drop files here for upload

GrantOfLettersPetition.docx



Cancel | Previous | Next | Finish

PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

New Case: Probate Initial Filing of Petition for Letters of Administration

Case | Decedent | Assets | Parties | Attachments | Options

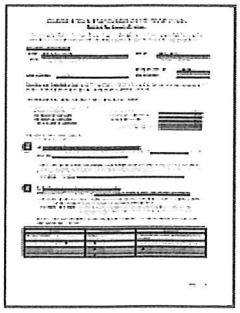
Click here for help with attachments.

Click to browse or drop files here for upload

GrantOfLettersPetition.docx



TUCKER PETITION



1 pages, 8.5 x 11

Document Type*

Main
Exhibit
Will
Codicil
Memorandum
Death Certificate

Cancel | Previous | Next | Finish

PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

New Case: Probate Initial Filing of Petition for Letters of Administration

Case | Decedent | Assets | Parties | Attachments | Options

Note - If you need additional Short Certificates after the Letters are Granted, they must be requested by mail.

Short Certificate Quantity*

Cancel | Previous | Next | Finish

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PLEASE DO NOT SUBMIT A USER REQUEST TO FILE IN A CASE OTHER THAN ADOPTIONS & MISCELLANEOUS SEALED

Shopping Cart: 3 items ready for checkout

Welcome: MONTCO\DBRENNAN
(3 Filings) Logout

Description	Fee
New Case B, B: Petition for Letters of Administration	$69.25
New Case B, B: Inventory and Appraisement - Forms Distributed	$24.00
New Case B, B: Short Certificate - Fee Only	$14.00
Total:	$107.25

Proceed to Checkout | Create Another Filing | Return to EFiling Home

When checking out, after completing your transaction, be sure to click the Continue button to return to E-Filing. Otherwise processing of your filings may be delayed.

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