

# AFTER PROBATE CHECKLIST

## What Should I Do After My Probate Appointment?

---

- ▶ **Immediately** after the grant of letters (issued at the conclusion of your probate appointment), you should:
  - ✓ Advertise an *Estate Notice* in a generally circulated newspaper of your choice (such as the Delaware County Daily Times or the Philadelphia Inquirer)
  - ✓ Advertise another *Estate Notice* in the Delaware County Legal Journal. The Delaware County Legal Journal can be reached at <https://delcobar.org/?pg=legaljournalnotices>.
  - ✓ Complete the [Notice of Estate Administration Pursuant to Pa. O.C. Rule 10.5](#) (available under the *Forms* section of our website or can be filed online at <https://delcoba.seamlessdocs.com/ng/fa/eFileStatusCertifications>) and send a copy to all potential beneficiaries and intestate heirs.
- ▶ **Within Three (3) Months** after the grant of letters (issued at the conclusion of your probate appointment), you should:
  - ✓ File the completed [Certification of Notice under Pa. O.C. Rule 10.5](#) with Register of Wills Office (can be filed in person and online (<https://delcoba.seamlessdocs.com/ng/fa/eFileStatusCertifications>))

## What is an Estate Notice?

---

An *Estate Notice* is a legal notice in which the personal representative publicly requests that all persons having claims against the estate of the decedent to make known the same to them or their attorney, and that all persons indebted to the decedent to make payment to them without delay. For more information, see [20 Pa. C.S. § 3162](#).

## What Are the Additional Filings Requirements Following the Decedent's Date of Death?

---

- ▶ **Within Three (3) Months** after the decedent's date of death, you may:
  - ✓ Optional: the personal representative may ***pre-pay any inheritance tax*** due within three (3) months to receive a 5% discount. Payment should be done by check and payable to "Register of Wills, Agent."
- ▶ **Within Nine (9) Months** after the decedent's date of death, you should:
  - ✓ File two copies total (one original and one copy) of the [REV 1500 Inheritance Tax Return Resident Decedent](#) with the Register of Wills office (available on our website under *Inheritance Tax*)
  - ✓ File a completed [Inventory Form](#) with Register of Wills (available under the *Forms* section of our website)
  - ✓ If not already paid, ***pay any inheritance tax*** due (check/money order should be payable to "Register of Wills, Agent")
- ▶ **Within Two (2) Years** after the decedent's date of death, you should:
  - ✓ File a completed Pa. O.C. Rule 10.6 Status Report with the Register of Wills in person or online (available under the *Forms* section of our website)
  - ✓ If administration of the estate is not completed within two years from the date of death, an additional Status Report must be filed each year until the estate administration is complete

**Questions? Contact us!**

**Vincent A. Rongione, Esquire**  
Register of Wills & Orphans' Court  
Delaware County Government Center  
201 W. Front Street  
Media, PA 19063  
610-891-4400  
[regofwills@co.delaware.pa.us](mailto:regofwills@co.delaware.pa.us)  
[www.delcoba.gov/row](http://www.delcoba.gov/row)  
[facebook.com/delcoregister](https://facebook.com/delcoregister)

