

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 on our website under [Probates and Estates/Forms](#)) 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 the Register of Wills office

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 the personal representative or their attorney, and that all persons indebted to the decedent to make payment to the personal representative 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. Payments should be done by check and payable to "Register of Wills, Agent."
- **Within Nine (9) Months** after decedent's date of death, you should:
 - File two copies total – one original and one copy – of **REV 1500 Inheritance Tax Return Resident Decedent** with the Register of Wills (available on our website under [Probates and Estates/Forms](#))
 - File a completed **Inventory** with the Register of Wills (available on our website under [Probates and Estates/Forms](#))
 - If not already paid, **pay any inheritance tax** due (check/money order should be made 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 (available on our website under [Probates and Estate/Forms](#))
 - If administration of the estate is not completed within two years form date of death, an additional Status Report must be filed each year until the estate administration is complete

Question? Contact us!

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Disclaimer of Liability: Please note that this document is just an informational tool and does not constitute legal advice. Every estate is different, and you may have additional obligations. It is strongly recommended that you consult with an attorney.