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COURT OF COMMON PLEAS OF SCHUYLKILL COUNTY, PENNSYLVANIA
ORPHANS' COURT DIVISION

IN RE:	:	NO. 2009-0-0
REGISTER OF WILLS and	:	
CLERK OF THE ORPHANS' COURT	:	
SCHEDULE OF FEES & COSTS		

ORDER OF COURT

BALDWIN, P.J.

AND NOW, this 14th day of Aug., 2012 it is hereby ORDERED, ADJUDGED AND DECREED that:

1. The revised fee schedule submitted by the Register of Wills and Clerk of the Orphans' Court of Schuylkill County, Pennsylvania, a copy of which is attached hereto and incorporated herein, is APPROVED.

2. The new fee schedule shall become effective October 1, 2012.

3. The Court continues to impose an automation fee to be charged on all initial filings currently requiring a JCS surcharge plus all marriage license applications. The fees collected under the automation surcharge are to be deposited into a special fund established by the Register of Wills and Clerk of the Orphans' Court. Moneys in the special automation fund shall be used by the Register of Wills and Clerk of the Orphans' Court solely for the purpose of automation, computerization and document reproduction within said offices. All expenditures made with moneys from this automation fund must follow normal procurement procedures as established by the County The automation fee is changed from $5.00 to $10.00.

4. This Court reserves the right, upon future application by the Register of Wills and Clerk of the Orphans' Court, to initiate, increase and adjust any or all of the fees contained in the fee schedule adopted herein.

BY THE COURT,

Baldwin, P.J.

FEE SCHEDULE

for the

OFFICE OF

REGISTER OF WILLS

And

CLERK OF THE ORPHANS' COURT

Effective October 1, 2012

THERESA SANTAI GAFFNEY
Register of Wills and Clerk of the Orphans' Court

YOU MAY CONTACT THE FOLLOWING FOR YOUR SPECIFIC QUESTIONS

THERESA SANTAI GAFFNEY
REGISTER OF WILLS AND CLERK OF THE ORPHANS' COURT
570-628-1382

GLORIA ADAMSKI
CHIEF DEPUTY
570-628-1381

JEFFREY MARNELL
SECOND DEPUTY
REGISTER OF WILLS
570-628-1378

DEBRA IGO
SECOND DEPUTY
CLERK OF THE ORPHANS' COURT
570-628-1377

NANCY BRIGGS
570-628-1383

MARK KESTER
570-628-1380

FAX NUMBER
570-628-1384

ESTATE FILING INFORMATION & REQUISITES

All Petitions for Letters must include:

1. Original Petition (plainly printed in black ink or typed)
2. Original death certificate
3. Original Will (if applicable)
4. Original and one copy of the Estate Information Sheet
   (Do not insert the personal representative(s) social security number on any document)
5. Valid proof of identity

With regard to the entire fee schedule, be advised that this office will no longer extend credit as to any filing fees. All fees must be cash/check at the time of filing.

No "unknown" values will be accepted for gross estates (except litigation). A reasonable estimated value will be the basis for the initial filing fees charged. Any difference in the amounts must be paid when the inventory and/or inheritance tax return is filed.

The decedent's residence must be noted: i.e. borough of, township of or city of.

All fees must be paid at the time of filing – Cash.

All petitions for Letters must be signed by the personal representative in the presence of office staff. (signed exactly as named in will).

Attorney of Record must include his ID number, typed name, address and phone number on all filings.

Bonds are required for all out-of-state Administrators and Executors (unless excused from bond in the will).

Non-subscribing witnesses must appear in our office.

No Certificates/Letters may be issued until all procedures have been completed and requisite forms duly executed.

Estate number must appear on all subsequent filings.

All other requests for mailings (i.e. short certificates, receipts, photocopies, etc.) must include a self-addressed stamped envelope of adequate size and postage to cover request and payment for requested document.

GRANT OF LETTERS
Administration, Testamentary or Administration, C.T.A.*

ESTATE VALUE:

Not exceeding $5,000.00	$45.00
$5,001.00 to $25,000.00	$90.00
$25,001.00 to $50,000.00	$110.00
$50,001.00 to $75,000.00	$140.00
$75,001.00 to $100,000.00	$170.00
$100,001.00 to $200,000.00	$225.00
$200,001.00 to $300,000.00	$280.00
$300,001.00 to $400,000.00	$335.00
$400,001.00 to $500,000.00	$390.00
$500,001.00 to $600,000.00	$450.00
$600,001.00 to $700,000.00	$500.00
$700,001.00 to $800,000.00	$550.00
$800,001.00 to $900,000.00	$600.00
$900,001.00 to $1,000,000.00	$650.00
$1,000,001.00 to $1,500,000.00	$900.00
$1,500,001.00 to $2,000,000.00	$1100.00
$2,000,001.00 to $2,500,000.00	$1600.00
$2,500,001.00 to $3,000,000.00	$2100.00
Each additional million over $3,000,001.00	$1100.00
Will	$25.00
Codicil	$25.00
Probate only (no letters)*	$50.00
Letters of Administration, D.B.N.*	$60.00
Letters of Administration, D.B.N.,C.T.A.*	$60.00
Letters for Purpose of Suit*	$85.00

*JCS Surcharge on Petitions for Letters and first filings $23.50
*Automation Fee on all Letters and first filings $10.00

Ancillary Letters – follow above fee schedule for PA. assets only.
Letters of Administration, C.T.A. follow above fee schedule.

*Includes grant of letters, inventory, inheritance tax return and one (1) short certificate. All applications for letters require a death certificate, estate information sheet (REV-346), and proof of personal representatives identity.

When the gross value of an estate is underestimated on the Petition for Letters, fees will be adjusted and additional probate fees must be paid at the time of filing the inheritance tax return.

ACCOUNTS (First and Final and Partial Accounts)

Gross Estate (Principal Receipts and Income Receipts)

not exceeding $25,000.00	$140.00
$25,001.00 to $50,000.00	$200.00
$50,001.00 to $100,000.00	$250.00
$100,0001.00 to $500,000.00	$400.00
$500,0001.00 to $1,000,000.00	$700.00
$1,000,001.00 to $1,500,000.00	$1000.00
$1,500,001.00 to $2,000,000.00	$1,300.00
$2,000,001.00 to $2,500,000.00	$1,850.00
$2,500,001.00 to $3,000,000.00	$2,400.00
Each add'l million over $3,000,0001.00	$1175.00

Power of Attorney Account	$110.00
Amended/Revised Account	$55.00
If Account is re-listed for publication	$110.00
Each additional page over 5	$3.50
Objections to account	$55.00
Exceptions to Adjudication	$55.00

Includes filing, recording accounts of fiduciaries and personal representatives, including transmission to Orphans' Court, confirmation, audit and decree. All accounts must have the following:

1. Original Account
2. Original Proofs of Publication
3. Schedule of Proposed Distribution
4. Legible copy of will (if applicable)
5. Orphans' Court Checklist
6. Return of Service
7. Attorney's Certification
8. Additional Debits and Credits

Miscellaneous Fees for Register of Wills & Clerk of the Orphans' Court

Affidavit of Service (Certificate of Service, Proof of Service, etc.)	$5.00
Amended Petition	$15.00
Amicable Account (Family Settlement Agreement, Agreement of Heirs, etc.) Includes one (1) release. Add'l releases $20.00 each	$65.00
Answer (Reply, Response, etc.)	$10.00
Automation Fee – on all first filings	$10.00
Bond (Administrators, on Appeal, etc.)	$30.00
Caveat*	$55.00
Certificate of Inheritance Tax Payment (Tax Certificate)	$25.00
Certified Copy, Certified copy of Order (add .25¢ for more than 1 page)	$10.00
Certified copy of will with attestations*	$35.00
Citation	$20.00
Claim	$30.00
Commission to take testimony	$30.00
Copies	.25¢
Death Certificate or Affidavit of Death (without letters)*	$25.00
Disclaimer	$25.00
Election Under or Against a Will	$55.00
Exceptions	$55.00
Exemplification*	$55.00
Federal Estate Tax Return	$5.00
Inheritance Tax Return (without letters)*	$30.00
Inventory (without letters and filed with inheritance tax return)	$10.00
Memorandum or Brief	$10.00
Miscellaneous Filings (statement of facts, proofs of publication, affidavits or addendums, certificate of compliance, entry or withdrawal of appearance, closing letter, etc.	$5.00
Motion (includes 1 certified copy of order, add'l copies $10.00@)	$30.00
Objections	$55.00
Petition (includes 1 certified copy of order, add'l copies $10.00@)	$30.00
Petition for Citation (includes 1 certified copy of order, add'l copies $10.00@)	$50.00
Praecipe	$5.00
Presumed Decedent and Final Decree*	$55.00
Proof of Publication	$5.00
Register's Hearing (Stenographer Fees not included)	$55.00
Release (receipt, receipt and release)	$20.00
Renunciation (Renunciation and Consent, etc.)	$5.00
Renunciation of Interest	$25.00
Safe Deposit Box Entry Order*	$15.00
Satisfaction of Award	$20.00
Search Fee (5 year search)	$5.00
Short Certificate	$5.00
Stipulation	$15.00

Supplemental Inheritance Tax Return	$25.00
Supplemental Inventory	$10.00
Subpoena	$10.00
Tax Certificate	$25.00
Withdrawal (of appearance, of objections, of petition, etc.)	$5.00
Returned Check fee	$35.00
Brief	$10.00

Orphans' Court

Adoptions:*

Petition for Adoption (includes 1 certified copy of decree and 1 certificate of adoption, additional copies $10.00 each)	
1 child	$55.00
each additional child	$20.00
each additional Certificate of Adoption	$10.00
Transcript Fee	$25.00
Petition for Involuntary Termination (includes Citation, 1 certified copy of order, additional copies $10.00 each)	$50.00
Transcript fee (uncontested)	$15.00
Transcript fee (contested)	
Petitioner	$60.00
Respondent	$75.00
Counsel Fee for Minor Child	
Petitioner	$300.00
Respondent	$300.00
Petition for Voluntary Termination (includes 1 certified copy of order, additional copies $10.00 each)	$30.00
Transcript fee	$15.00
Petition to Confirm Consent (includes 1 certified copy of order, additional copies $10.00 each)	$30.00
Transcript fee	$15.00
Report of Intent to Adopt (non-relative adoptions only)	$10.00
Plus Counseling Fee (Act 34 surcharge)**	$75.00
Filing Foreign Adoption Registration* (filing for PA birth certificate)	$85.00
*JCS Surcharge on all first filings	$23.50
*Automation Fee on all first filings	$10.00
**Counseling Fee is waived on special needs child	

Petitions for Adoption must include the following:

1. Birth places of parents (both natural and adopting)
2. Date of birth of parents (both natural and adopting)
3. Mother's maiden name (both natural and adopting)
4. Social Security Numbers of parents (both natural and adopting)
5. Original birth certificate of the child being adopted

Prior to the Adoption Hearing, State Form No. , Certification must be completed and filed at the Clerk of the Orphans' Court Office. When the adoption is completed, the Clerk will certify the document and send to Vital Records. You may request a new birth certificate from Vital Records 4 to 6 weeks upon completion of Adoption.

Appeals:

To Appellate Court (payable in 2 separate checks) Schuylkill County Orphans' Court (includes filing, certifying and transmitting to Court) Superior or Supreme Court (payable to appropriate Court)	 $85.00 $60.00
From Probate of Will	$85.00
From Register's Decision	$85.00

Guardians:

Accounts-same as Decedent's schedule	
Certified copy of Appointment	$10.00
Guardian's Annual Report (estate or person)	$10.00
Guardian's Bond	$25.00
Guardian's Short Certificate	$5.00
Guardian's Inventory	$10.00
Petition for Appointment-Guardian Ad Litem*	$30.00
Petition for Appointment-Incapacitated Person (including citation)*	$50.00
Petition for Appointment-Minor* Each addition child	$30.00 $5.00
*JCS Surcharge on all first filings	$23.50
*Automation Fee on all first filings	$10.00

Miscellaneous Orphans' Court Fees:

Birth Certificate	$10.00
Death Certificate	$10.00
Marriage Certification	$10.00
Marriage License Marriage License $9.50 Domestic Violence Surcharge 10.00 Child Abuse Surcharge 10.00 State Tax .50 Automation Fee 10.00 Re-issued Marriage License (due to being lost or destroyed)	$40.00 $20.00
Power of Attorney*	$40.00
Proof of Deposit	$5.00
Brief	$10.00

Orphans' Court Filing Information & Requisites

All Petitions must be verified.

Orphans' Court or Estate File Number must appear on all petitions.

All Petitions must be filed with this office before transferring to Court.

Only one (1) name per case number/filing.

All Orphans' Court filings must include the Attorney's name, address, phone number and ID number (not firm name).

After the expiration of a rule returnable date and in order for a record to be transmitted to the Court for disposition, a Praecipe to Transmit (Schuylkill County Orphans' Court Rule 2.4D) must be filed. (The Praecipe to Transmit does not get filed with the original petition.)

All other requests for mailings (i.e. certified orders, guardian's short certificates, receipts, photocopies, etc.) must include a self addressed stamped envelope of adequate size and postage to cover request and payment for requested document.