

## P R O B A T E FILING & FEE INFORMATION

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### PETITION FOR PROBATE OF WILL - (No Waiver filed-must be advertised 3 X)

- Petition - Form PC1.5
- Original Will (You will not receive this document back)
- Death Certificate (You will not receive this document back)
- Waiver (if Applicable) - Form PC 9.1
- Appointment of Agent (if out of state resident) PC 3.5
- Attorney of Record Form (if not indicated on decree page) PC 9.2 OR
- Entry of Appearance (if entering pro se) PC 10.1
- Affidavit of Notice to Heirs & Beneficiaries in Will
- Notice to Executive Office of Health and Human Services (must include copy of decedent's death certificate)
- Copy of Paid Funeral Bill

#### FILING FEE:

ADVERTISED 3X	-	\$104.00
ON WAIVER	-	\$ 69.00

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### PETITION TO FILE WILL W/ NO ASSETS

- Petition - Form PC 1.4
- Original Will (You will not receive this document back)
- Original Death Certificate (You will not receive this document back)
- Copy of Paid Funeral Bill
- Appointment of Agent
- Attorney of Record Form

FILING FEE: \$34      ATTORNEY NOT REQUIRED TO ATTEND HEARING

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### ADMINISTRATION PETITION - (NO WILL EXISTS)

- Petition PC 1.1
- Original Death Certificate
- Copy of Paid Funeral Bill
- Attorney of Record PC 9.2
- Entry of Appearance PC 10.1
- Appointment of Agent (if out of state) PC 3.5
- Affidavit of Notice to Heirs

#### FILING FEES:

ADVERTISED 3X	-	\$104.00
ON WAIVER	-	\$ 69.00

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### **PETITION FOR VOLUNTARY INFORMAL EXECUTOR (a/k/a "Small Estate")**

Value of personal property owned solely by decedent must be < \$15,000  
Petitioner / Attorney not required to attend hearing. Thirty (30) Days must have passed since Date of Death

- Petition PC 1.9
- WILL (original)
- Original Death Certificate
- Copy of Paid Funeral Bill
- Attorney of Record PC 9.2 or Entry of Appearance PC 10.1
- Petition Must Include List of Personal Property in Detail with last four digits of account numbers, name of institution holding the funds, value at date of death. For vehicles, you must provide year, make, model, and VIN#

FILING FEE:      **\$ 34**  
                      5 (certified copy of approved petition)  
Total due at filing: **\$ 39**

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### **PETITION FOR VOLUNTARY INFORMAL ADMINISTRATION (No Will exists)**

Value of personal property owned solely by decedent must be < \$15,000  
Petitioner / Attorney not required to attend hearing. Thirty (30) Days must have passed since Date of Death

- Petition PC 1.10
- Original Death Certificate
- Copy of Paid Funeral Bill
- Attorney of Record PC 9.2 or Entry of Appearance PC 10.1
- Petition Must Include List of Personal Property in Detail with last four digits of account numbers, name of institution holding the funds, value at date of death. For vehicles, you must provide year, make, model, and VIN#

FILING FEE:      **\$34**  
                      5 (certified copy of approved petition)  
                      **\$39**

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### **PETITION FOR SALE OR MORTGAGE OF REAL ESTATE**

- Petition Must be Accompanied by Current Market Value from Local Real Estate Appraiser
- Must be advertised 3 x unless waiver (all heirs) filed

FILING FEE (Advertising):    **\$35**

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## **ACCOUNTS**

- Account Form PC 7.1
- Certification of Accounting PC 7.2
- Application for Approval of Fiduciary and/or Attorney Fees with copy of -  
Invoices Attached PC 7.4
- Affidavit of Notice to All Parties
- MUST BE ADVERTISED 3 X

**FILING FEE (Advertising): \$35**

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## **AFFIDAVIT OF COMPLETE ADMINISTRATION**

- Affidavit of Complete Administration (signed by all fiduciaries)
- Statement of No Tax Due from RI Division of Taxation
- Copy of paid funeral bill
- General Releases of All Heirs & Beneficiaries PC 7.7
- Releases or proof of payment for all claims
- Certificate of Devise or Descent or Certificate of No Real Property or  
Certificate of Real Property
- Affidavit of Notice to Creditors

**FILING FEE: \$34 ATTORNEY NOT REQUIRED TO ATTEND HEARING**

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## **PETITION FOR CHANGE OF NAME -Adult (Minor see Probate Clerk)**

- Petition Neatly Printed PC 8.1
- Original Birth Certificate
- Copy of License
- BCI Check from Attorney General's Office
- MUST BE ADVERTISED 3 X (\*\*West Greenwich Requires Advertisement)

**FILING FEE: \$74 PETITIONER TO ATTEND HEARING**

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## **TEMPORARY GUARDIANSHIP PETITIONS**

**Minor Temporary Guardianship Petitions must be accompanied by a  
Guardianship Petition**

- Petition PC 2.1
- Petition for Limited Guardianship or Guardianship - Form PC 2.3
- Attorney of Record - Form PC 9.2
- Entry of Appearance - Form 10.1

**FILING FEE: \$34.00**

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## **MINOR GUARDIANSHIP PETITIONS**

- Temporary Guardianship (to be filed with the Minor Guardianship petition) PC 2.1 (If Necessary)
- Minor Guardianship Petition (form PC 2.2)
- Certified birth certificate of minor - (you will not receive this document back)
- BCI check of proposed guardian
- Attorney of Record or Entry of Appearance (if Pro-Se) PC 9.2
- Both parents (if living) must sign petition
- If a parent is deceased a certified copy of the death certificate is required
- If the child's parents are living but are not the proposed guardian(s) their consent is required and must be notarized
- Copy(s) of driver's license of proposed guardian
- Affidavit of Family Facts
- Notice to minor if over the age of 12 years (form PC 2.4)

**FILING FEE: \$104.00**

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## **GUARDIANSHIP PETITIONS**

- Petition PC 2.3
- Decision Making Assessment Tool (D.M.A.T) -Adults PC 2.5
- Petition Must Include Names & Addresses of All Heirs
- Attorney of Record Form PC 9.2
- Must be Advertised 3X
- Appointment of G.A.L. by Court Usually Necessary

**FILING FEE: \$ 104**

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## **INVENTORY**

The only filing fee would be the difference between 1% of value of Inventory and the initial filing fee paid when estate was opened.

**FILING FEE:** If estimated personal estate value is indicated on petition:  
1% of value + \$4 surcharge

maximum filing fee= \$1,500 + \$4 surcharge = **\$1,504**

OR: If unknown:

**minimum filing fee:** \$ 30 + \$4 surcharge = **\$ 34**

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## **RE-OPENING AN ESTATE**

- Miscellaneous Petition - Form PC 10.5
- Affidavit of Notice to heirs at law and beneficiaries in Will to be given 10 days prior to hearing date
- Waiver/Advertising - Form PC 9.1
- Attorney of Record - Form PC 9.2
- Entry of Appearance - Form PC 10.1 (used if filing pro-se only)
- Appointment of Agent - Form PC 3.5

**FILING FEES: \$69.00 - if on waiver, \$104.00 - If advertised**

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## **ADOPTION - ADULT ONLY**

Adult Adoption Petition and Change of Name - Form PC- 8.2  
Copy of driver's license or ID of all parties involved  
Affidavit of Family Facts  
Certified birth certificate of Adoptee - (You Will Not Receive This Document Back  
Attorney of Record - Form PC- 9.2  
Or Entry of Appearance - Form 10.1  
BCI check for petitioner(s) - Office of the Attorney General in Cranston

**FILING FEE: \$69.00**

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**MISCELLANEOUS PETITIONS- Form PC 10.5**      **Filing Fees Usually \$34**

**CLAIMS WITHIN TIME:**      **No Filing Fee**

**CLAIMS OUT OF TIME: (Adv. 3 x)**      **Filing Fee: \$61.00**

## **C O P I E S:**

\*CERTIFIED COPY - CERTIFICATE OF APPOINTMENT (Form PC-3.3)   \$5

\*CERT'FD COPY OF DOC. (other than above) \$1.00 per pg + \$3 certification fee