

COURT OF COMMON **PLEAS** OF MONTGOMERY COUNTY • ORPHANS' COURT DIVISION  
**ACCOUNT FILING CHECKLIST • DECEDENT'S ESTATE**

ESTATE OF  <i>DECEASED</i>	<b>PREPARER:</b> ATTORNEY/ACCOUNTANT	TELEPHONE NUMBER
O.C. NUMBER	ADDRESS	

**INSTRUCTIONS:**  
 Persons wishing to file an account must first complete this form, indicating in "preparer" column (**YES or N/A**) whether the items listed are included in the audit papers and/or the account. Items that are required in all cases are printed in **BOLD**. Upon review by the staff of the Clerk's Office, the account and related audit papers may be accepted for filing if complete or rejected if incomplete.

<b>PREPARER</b>	<b>ITEM</b>	<b>O.C. CLERK</b>
	1a) <b>ACCOUNT COVERSHEET and SUMMARY PAGE</b> [O.C. Rule 2.1]	
	1b) <b>ACCOUNT SIGNED by ALL ACCOUNTANTS/VERIFIED by at LEAST ONE ACCOUNTANT</b> [O.C. Local Rule 2.4B.]	
	2a) <b>PETITION for ADJUDICATION/STATEMENT of PROPOSED DISTRIBUTION filed</b> [O.C. Rule 2.4]	
	2b) <b>PETITION for ADJUDICATION/ STATEMENT of PROPOSED DISTRIBUTION SIGNED by EACH ACCOUNTANT</b> [O.C. Rule 2.4 and Local Rule 2.4B]	
	2c) <b>PETITION for ADJUDICATION/STATEMENT of PROPOSED DISTRIBUTION VERIFIED by at LEAST ONE ACCOUNTANT</b> [O.C. Rule 2.4 and Local Rule 2.4B]	
	3a) <b>IF WILL, TYPED COPY of WILL &amp; CODICILS</b>	
	3b) <b>IF WILL, CERTIFIED CORRECT</b>	
	4) ORIGINAL LETTERS TESTAMENTARY or LETTERS OF ADMINISTRATION	
	5) <b>PROOF of ADVERTISEMENT of LETTERS</b> [20 Pa. C.S. § 745] (unless filed by order of Court)	
	6a) <b>TYPED COPY of INVENTORY</b>	
	6b) <b>CERTIFIED CORRECT</b>	
	7a) <b>STATEMENT of METHOD of NOTICE</b>	
	7b) NOTICE OF CHARITABLE GIFT TO ATTORNEY GENERAL [O.C. Rule 4.4]	
	8) PETITION to APPOINT/REQUEST to WAIVE GUARDIAN/TRUSTEE AD LITEM [O.C. Rule 2.4.]	
	9) INHERITANCE TAX RECEIPTS	
	10) AGREEMENT of COMPROMISE and SETTLEMENT	
	11) AGREEMENT REGARDING ACCOUNTANT'S COMPENSATION	
	12a) CERTIFICATE of APPOINTMENT OF FOREIGN FIDUCIARY	
	12b) AFFIDAVIT by FOREIGN FIDUCIARY	
	13) CERTIFICATION REGARDING PRIOR FILED ORIGINALS	
	14) INCOME ACCOUNTING WAIVERS	
<input type="checkbox"/> <b>ACCEPTED</b>  <input type="checkbox"/> <b>REJECTED</b>	REVIEWED BY	DATE

	<b>ACCOUNT SHOWS GROSS ESTATE</b> [O.C. Local Rule 1.8(c)]	
	<b>NOTICE OF AUDIT</b> [O.C. Rule 2.5(d)]	
	NOTICE TO APPROPRIATE REPRESENTATIVES OF PERSONS WHO ARE NOT SUI JURIS. [O.C. Rule 2.4]	
	<b>NOTICE OF REPRESENTATION</b> [20 P.S. §7725]	
	<b>CERTIFICATE OF SERVICE OF NOTICE OF AUDIT</b> [O.C. Rule 2.5(g)]	
	WAIVERS OF NOTICE OF AUDIT	
	ENTRY OF APPEARANCE OF ATTORNEY	
	CHARITABLE GIFT CLEARANCE CERTIFICATE/LETTER OF NO OBJECTION FROM ATTORNEY GENERAL	
	ELECTION TO TAKE AGAINST WILL	
	ASSIGNMENTS	
	RENUNCIATIONS	
	DISCLAIMERS	
	ATTACHMENTS	
	INSTRUMENT OR MATERIAL PARTS CONTAINING ANY PROVISION WHICH FORMS THE BASIS OF A DISPUTE, A QUESTION FOR ADJUDICATION, OR OTHER ISSUES FOR ADJUDICATION	
	LIST OF ADDITIONAL RECEIPTS AND DISBURSEMENTS SINCE CLOSING OF ACCOUNT [O.C. Local Rule 2.4(C)]	
	MEDICAL ASSISTANCE RECOVERY ACT LETTER	
	FOR INSOLVENT ESTATE: SCHEDULE WITH ORDER OF PREFERENCE UNDER 20 PA §3392 AND PROPOSED PAYMENTS	
	IF DECEDENT ADJUDICATED INCAPACITATED, COPY OF ORDER IF AVAILABLE; OTHERWISE COURT, TERM, NUMBER, DATE AND NAME OF HEARING JUDGE	
	IF DISTRIBUTION TO BE MADE TO PERSONAL REPRESENTATIVE OF A DECEASED PARTY, COPY OF WILL OR OTHER INSTRUMENT APPOINTING SAME	
	CERTIFICATE OF REGISTER OF WILLS SHOWING STATUS OF INHERITANCE TAX	

COURT OF COMMON PLEAS OF MONTGOMERY COUNTY • ORPHANS' COURT DIVISION  
**ACCOUNT FILING CHECKLIST • TRUST (TESTAMENTARY/INTER VIVOS)**

ESTATE OF  <i>DECEASED/SETTLOR</i>	<b>PREPARER:</b> ATTORNEY/ACCOUNTANT	TELEPHONE NUMBER
O.C. NUMBER	ADDRESS	

**INSTRUCTIONS:**  
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PREPARER	ITEM	O.C. CLERK
	1a) <b>ACCOUNT COVERSHEET and SUMMARY PAGE</b>	
	1b) <b>ACCOUNT SIGNED by ALL ACCOUNTANTS/VERIFIED by at LEAST ONE ACCOUNTANT</b>	
	2a) <b>PETITION for ADJUDICATION/STATEMENT of PROPOSED DISTRIBUTION filed</b>	
	2b) <b>PETITION for ADJUDICATION/STATEMENT of PROPOSED DISTRIBUTION SIGNED by EACH ACCOUNTANT</b>	
	2c) <b>PETITION for ADJUDICATION/STATEMENT of PROPOSED DISTRIBUTION VERIFIED by at LEAST ONE ACCOUNTANT</b>	
	3a) <b>TYPED COPY of TRUST INSTRUMENT (DEED OR WILL)</b>	
	3b) <b>CERTIFIED CORRECT</b>	
	4a) ORIGINAL TRUST INSTRUMENT/ORIGINAL LETTERS TESTAMENTARY	
	4b) CERTIFIED CORRECT	
	5a) <b>STATEMENT of METHOD of NOTICE</b>	
	5b) NOTICE OF CHARITABLE GIFT TO ATTORNEY GENERAL	
	6 PETITION to APPOINT/REQUEST to WAIVE GUARDIAN/TRUSTEE AD LITEM	
	7 INHERITANCE TAX RECEIPTS	
	8) AGREEMENT of COMPROMISE and SETTLEMENT	
	9) AGREEMENT REGARDING ACCOUNTANT'S COMPENSATION	
	10a) CERTIFICATE of APPOINTMENT OF FOREIGN FIDUCIARY	
	10b) AFFIDAVIT by FOREIGN FIDUCIARY	
	11) CERTIFICATION REGARDING PRIOR FILED ORIGINALS	
	12) INCOME ACCOUNTING WAIVERS	
	13)	
	14)	
<input type="checkbox"/> <b>ACCEPTED</b>  <input type="checkbox"/> <b>REJECTED</b>	REVIEWED BY	DATE

2.3.8.3. If rejected, the email from the Clerk, and OCEFS acknowledgment, will indicate the reason(s) for the rejection. ***You do not need to recreate the filing process to re-submit the rejected pleading.***

	<b>ACCOUNT SHOWS GROSS ESTATE</b>	
	<b>NOTICE OF AUDIT</b>	
	NOTICE TO APPROPRIATE REPRESENTATIVES OF PERSONS WHO ARE NOT SUI JURIS.	
	<b>CERTIFICATE OF SERVICE OF NOTICE OF AUDIT</b>	
	WAIVERS OF NOTICE OF AUDIT	
	<b>NOTICE OF REPRESENTATION [20 P.S. §7725]</b>	
	ENTRY OF APPEARANCE OF ATTORNEY	
	CHARITABLE GIFT CLEARANCE CERTIFICATE/LETTER OF NO OBJECTION	
	ELECTION TO TAKE AGAINST WILL	
	ASSIGNMENTS	
	RENUNCIATIONS	
	DISCLAIMERS	
	ATTACHMENTS	
	INSTRUMENT OR MATERIAL PARTS CONTAINING ANY PROVISION WHICH FORMS THE BASIS OF A DISPUTE, A QUESTION FOR ADJUDICATION, OR OTHER ISSUES FOR ADJUDICATION	
	RESIGNATIONS OF TRUSTEES	
	APPOINTMENT OF SUCCESSOR TRUSTEES	
	ACCEPTANCE OF APPOINTMENT OF SUCCESSOR TRUSTEES	
	LIST OF ADDITIONAL RECEIPTS AND DISBURSEMENTS SINCE CLOSING OF ACCOUNT	
	CERTIFICATE OF REGISTER OF WILLS SHOWING STATUS OF INHERITANCE TAX	

All accounts must conform to the Pennsylvania Orphans' Court Rules and the Local Rules of the Orphans Court Division of the Court of Common Pleas of Montgomery County.

**MONTGOMERY COUNTY ORPHANS' COURT CHECKLIST - SCHEDULE OF DISTRIBUTION**

**Decedent's/Settlor's/Principal's/Incapacitated Person's/Minor's Name:**

**Case Number:**

**Audit Date:**

**Attorney:**

**Attorney Address:**

**Attorney ID Number:**

**Attorney Phone Number:**

**\*\*\*DOCUMENTS MUST BE ASSEMBLED ACCORDING TO THE ORDER ON THIS CHECKLIST\*\*\***

<b>Preparer (mark 'X' if provided)</b>	<b>DOCUMENT</b>	<b>AUDITOR</b>
	<b>1. Schedule Signed by ALL Fiduciaries</b>	
	<b>2. Schedule Certified by Attorney to be True and Correct and in Conformity with Adjudication</b>	
	<b>3. Approvals of ALL Beneficiaries</b>	
	<b>OR</b>	
	<b>1. Copy of Notice of Filing Schedule of Distribution</b>	
	<b>2. Proof of Service of Sending Notice of Filing of Schedule of Distribution</b>	