

Probate/Estate

****This is only a helpful guide in opening a probate. Please consult with an Attorney for additional assistance****

Ex Parte Court: Mon-Fri 8:30am and 3:30pm. –Arrive 20 minutes prior for court at Clerk’s Office (Room 202) with items 1-6 below, at minimum, and filing fee.

\$240.00 filing fee, cash or credit card ONLY. Credit card payments include a 3% processing fee.

Forms required to open probate:

1. Case Cover Sheet (Clerk’s Office can provide)
2. Petition for Probate of Will, Letters of Testamentary or Administration
3. Original Will (if applicable)
4. Order Admitting Will to Probate & Granting Letters (of Testamentary OR Administration)
5. Oath *Signed AND Notarized* (The Clerk’s Office does NOT have a Notary available on-site)
6. Letters of Testamentary OR Administration (can be found at www.kitsapgov.com/clerk or can be issued by Clerk); certified copies are \$5 each.
7. Other forms that may be required after probate is opened: Probate Notice to Creditors, Notice of Appointment. Refer to website for closing docs.

Information and Forms:

<http://www.pllkc.org/wp/probate/>