

# 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 2.4% 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](http://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:**

<https://www.probate-form.com/>