

Instructions for Filing a Will for Safekeeping:

- The Will must be sealed in a regular standard size envelope (4 1/8 inches by 9 1/2 inches)
- The front of the envelope must have the following:
 - Last Will and Testament of (Name of the Testator)
 - Date of Birth of Testator
 - Name of Executor (and successor(s), if any)
- The back of the envelope must have the signature of the Testator
- Will Filed for Safekeeping form must be completed.
 - *If the Testator is filing the Will, the form must be signed by the Testator in the presence of a Deputy Clerk of the Probate Court.*
 - *If an attorney is filing the Will on behalf of the Testator, the form must be signed by the Testator in the presence of a notary and notarized.*
- Color copy of the Testator's current driver's license or state issued ID must be provided

- The filing fee is \$15.00. We accept money order or cashier's check. If you have an appointment for filing, Visa, MasterCard or Discover card payments can be accepted. Please note there will be a 5.0% service fee assessed to any debit/credit card transactions. Probate Court does not accept cash or personal checks.

Probate Court of Chathan County
Will Filed for Safekeeping

Name of testator: _____
Address: _____
County of Residence _____ Telephone no.: _____
Date of birth: _____ Place of birth: _____
Spouse's name: _____

Date of will/codicil: _____
If codicil, date of will: _____ filed here? Yes ____ No ____
Named executor: _____
Alternate executor: _____

Filing Attorney (if any): _____
Address: _____
Telephone no.: _____ Bar no.: _____
Drafting attorney (if any): _____
Address: _____
Telephone no.: _____ Bar no.: _____

Please provide the name, telephone number, and address of a person who will most likely always know testator's residence address and other contact information.

Name _____
Address _____
Phone _____

TESTATOR

Will filed by ____ testator ____ attorney

Received for safekeeping on: _____

Sworn to and subscribed before me, this ____ day of _____, _____.

By: _____
Deputy Clerk, Probate Court
(or Notary if filed by Attorney)

If will is filed by an attorney, the testator must sign the form before a notary and provide a picture of his or her current driver's license or state issued identification card