

### **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
- 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 2.75% 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