

## **RULE 6.12 STATUS REPORT BY PERSONAL REPRESENTATIVE**

*{Adopted April 30, 1992, to apply to decedents dying on or after July 1, 1992}*

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### **(a) REPORT OF UNCOMPLETED ADMINISTRATION.**

If administration of an estate has not been completed within two years of the decedent's death, the personal representative or counsel shall file at such time, and annually thereafter until the administration is completed, a report with the Register of Wills showing the date by which the personal representative or counsel reasonably believes administration will be completed.

### **(b) REPORT OF COMPLETED ADMINISTRATION.**

Upon completion of the administration of an estate, the personal representative or his, her or its counsel shall file with the Register of Wills a report showing:

- (1) completion of administration of the estate;
- (2) whether a formal account was filed with the Orphans' Court;
- (3) whether a complete account was informally stated to all parties in interest;
- (4) whether final distribution has been completed; and
- (5) whether approvals of the account, receipts, joinders and releases have been filed with the Clerk of the Orphans' Court.

### **(c) FORM OF REPORT.**

The report required by this Rule shall be in substantially the prescribed form.

### **(d) NO FEE.**

No fee shall be charged for filing the report required by the Rule.

### **(e) COPY OF RULE.**

Upon the grant of letters, the Register shall give a copy of this Rule to each personal representative and his, her or its counsel.

### **(f) FAILURE TO FILE A REPORT.** The filing of family settlement agreements, receipts and releases, final accounts, etc. does not fulfill the requirements of Rule 6.12. The Status Report must be filed.

After at least ten (10) days prior notice to a delinquent personal representative and counsel, the Clerk of the Orphans' Court shall inform the Court of the failure to file the report required by this Rule with a request that the Court conduct a hearing to determine what sanctions, if any, should be imposed.

**COURT OF COMMON PLEAS OF CHESTER COUNTY  
ORPHANS' COURT DIVISION**

**STATUS REPORT UNDER RULE 6.12**

ESTATE OF \_\_\_\_\_, DECEASED

FILE NUMBER: \_\_\_\_\_ DATE OF DEATH: \_\_\_\_\_

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Pursuant to RULE 6.12 of the Supreme Court Orphans' Court Rules, I report the following with respect to the completion of the administration of the above captioned estate:

1. State whether administration of the estate is complete:

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

2. If **NO**, state when the personal representative reasonably believes that the administration will be complete: \_\_\_\_\_

3. If **YES**, state the following:

A. Did the personal representative file a final account with the Court:

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

B. Has final distribution to the beneficiaries been made:

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

C. Has an account been stated informally to the parties in interest:

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

If copies of receipts, releases, joinders or approvals of formal or informal accounts are attached as exhibits to this report, the originals must first be filed with the Clerk of the Orphans' Court and reference must be made to the date of filing on each copy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Type or Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

Capacity: \_\_\_\_\_ Personal Representative  
          \_\_\_\_\_ Counsel

\_\_\_\_\_  
City, State, ZipCode

\_\_\_\_\_  
Telephone