

RULE 6.12
STATUS REPORT BY PERSONAL REPRESENTATIVE

- (a) **Report of uncompleted administration.** If administration of an estate has not been completed within two (2) 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 of report required by this 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.** 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.

STATUS REPORT UNDER RULE 6.12

Name of Decedent: _____

Date of Death: _____

Will No. _____ **Administration No.** _____

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

1. State whether administration of the estate is complete:
Yes _____ No _____

2. If the answer is No, state when the personal representative reasonably believes that the administration will be complete: _____
_____.

3. If the answer to No. 1 is Yes, State the following:
 - (a) Did the personal representative file a final account with the Court?
Yes _____ No _____

 - (b) The separate Orphans' Court No. (if any) for the personal representative's account is: _____

 - (c) Did the personal representative state an account informally to the parties in interest?
Yes _____ No _____

 - (d) Copies of receipts, release, joinders and approvals of formal or informal accounts may be filed with the Clerk of the Orphans' Court and may be attached to this report.

Signature _____

Name _____
(PLEASE TYPE OR PRINT)

Address _____

Telephone: (____) _____

Capacity: _____ Personal Representative
_____ Counsel for Personal Representative

Date: _____