

**PROCEDURAL CHECKLIST**  
**PETITION FOR REVIEW HEARING**  
**PETITION FOR COURT APPROVAL**

***IT IS STRONGLY RECOMMENDED THAT YOU  
CONSULT AN ATTORNEY***

- Enter the complete name of the incapacitated person in the top left corner. Complete each section of the petition as completely and neatly as possible.
- Fill in the order with the relief you would like the judge to consider and rule on at the hearing.
- Bring or mail the completed petition and proposed order to Register of Wills, 140 West Sixth Street, Room 122, Erie, PA 16501 with your check or money order for \$50.00 payable to the Register of Wills. If the judge waives the filing fee, your payment will be returned to you.
- Once you have been notified that a hearing has been scheduled, come to Register of Wills, Room 122 to file the original petition and scheduling order. Your check for filing fees will be processed at that time, if the fee isn't waived.
- You will need to make copies of the completed petition, scheduling order and proposed order and serve them on any party to the action, including the incapacitated person, their counsel, etc. **THIS MUST BE DONE AT LEAST 20 DAYS PRIOR TO THE HEARING DATE.**
  - You may choose one of the following options to satisfy the service requirement:
    - Send one copy to each party by certified mail, return receipt requested and restricted delivery, and send a *second* copy to each party by regular mail. When the Post Office sends you the return receipt signed by the person you intended to serve, you must attach it to the completed Certificate of Service using the form attached hereto, or a substantially similar form, and file it with the Register of Wills, Room 122 at the Erie County Courthouse. Also, keep a copy of the Certificate of Service with attached documentation to bring to the hearing. If the regular mail is returned to you by the Post Office, you must also bring that to the hearing.

***or***

- In the alternative, you may have an adult, who is **not** the petitioner hand a copy of your petition and scheduling order to the interested party(ies). If you choose to complete service in this manner, you must have the person who provided personal service complete and sign the Certificate of Service form attached hereto, or a substantially similar form, and file with the Register of Wills, Room 122 at the Erie County Courthouse.

**\*\*PLEASE NOTE: TO PREVENT DELAY OF YOUR HEARING, YOU SHOULD FILE YOUR CERTIFICATE OF SERVICE WITHIN TEN (10) DAYS OF COMPLETION OF SERVICE. IF YOU DO NOT FILE YOUR CERTIFICATE OF SERVICE PRIOR TO YOUR HEARING DATE, YOU MUST BRING THE ORIGINAL TO THE HEARING OR YOUR HEARING MAY BE POSTPONED.\*\***

