

Court of Common Pleas of Philadelphia County
Orphans' Court Division

Case Initiation Cover Sheet

For Clerk of Orphans' Court Use Only (Orphans' Court Number)

NAME OF ESTATE	
NAME OF FILING PARTY	ADDRESS
FILING PARTY'S RELATIONSHIP TO ESTATE	
TYPE OF ESTATE (SEE INSTRUCTIONS)	
DOCUMENT FILED (SEE INSTRUCTIONS)	
RELATED CASES	
RELIEF REQUESTED	
TOTAL NUMBER OF INTERESTED PARTIES	NUMBER OF INTERESTED PARTIES FORM(S) ATTACHED
<p>TO THE CLERK OF ORPHANS' COURT:</p> <p>Kindly enter my appearance on behalf of the <input type="checkbox"/> estate <input type="checkbox"/> interested party _____</p> <p>Papers may be served at the addresses set forth below.</p>	
NAME OF FILING ATTORNEY OR PARTY	ADDRESS (SEE INSTRUCTIONS)
PHONE NUMBER	FAX NUMBER
SUPREME COURT IDENTIFICATION NO.	E-MAIL ADDRESS
SIGNATURE OF FILING ATTORNEY OR PARTY	DATE
INFORMATION FOR USE BY THE CLERK OF ORPHANS' COURT ONLY — NOT TO BE RELEASED	
DATE OF BIRTH	DATE OF DEATH
SOCIAL SECURITY NO.	REGISTER OF WILLS NUMBER

Instructions for Completing Case Initiation Cover Sheet

Rules of Court require that a **Case Initiation Cover Sheet** be attached to any document commencing an action. The information requested is necessary to allow the Court to properly monitor, control and dispose cases filed. A copy of the **Case Initiation Cover Sheet** must be attached to service copies of the document commencing the action. The attorney or non-represented party filing a case shall complete the form as follows:

A. Parties.

- i. **Name of Estate.** Enter the full name of the Estate. The Type of Estate will be identified hereunder.
- ii. **Name and Address of Filing Party.** Enter the name of the filing party as well as his/her address at the time of filing of the action. List additional parties on the **Interested Parties Form**.
- iii. Set forth the relationship of the filing party to the Estate. (i.e. guardian, administrator, executor, debtor, etc.)

B. Type of Estate.

Insert the Estate Type by consulting the list set forth hereunder:

Minor	Decedent's Estate
Alleged Incapacitated Person	Testamentary Trust
Incapacitated Person	Inter Vivos Trust
Other:	Cemetery Trust

C. Document Filed.

Indicate the type of document filed to commence the action by consulting the list set forth hereunder:

Petition for Appointment of Guardian of Minor	Account
Petition for Appointment of Guardian of Alleged Incapacitated Person	Inheritance Tax Matter
Petition for Appointment of Guardian Ad Litem	Report of _____
Petition for Allowance	Marriage License
Petition for Sale of Real Estate	Schedule of Distribution
Other:	Petition for _____

D. Related Pending Cases.

All previously filed related cases must be identified.

E. Relief Requested.

Set forth a brief statement of the nature of the request.

F. Filing Attorney or Party

The name of the filing attorney must be inserted herein together with other required information. In the event the filing party is not represented by an attorney, the name of the filing party, address, the phone number and signature is required.

The Filing Party shall complete the Statistical Information Block at the bottom of the form only on the ORIGINAL Case Initiation Cover Sheet filed with the Clerk, and not the service copies. The information will only be used by the Clerk.

The Clerk shall not release this information to the general public.

PLEASE NOTE

An **Interested Parties Form** must be attached to the **Case Initiation Cover Sheet** if the filing party is aware of the existence of parties interested in the Estate.

A **Petition/Pleading Cover Sheet** shall be utilized for each document filed, including the initial document filed to commence the case.

The current version of the Case Initiation Cover Sheet, Interested Parties Form, and Petition/Pleading Cover Sheet may be downloaded from the FJD's website at <http://courts.phila.gov>