

**PROCESS TO OBTAIN COPY OF SAFEKEEPING WILL
WHEN LATER DATED WILL IS BEING PROBATED**

In the event that the Registrar finds an earlier dated Will when an informal application is filed and a later dated Will is being probated use the following procedure to obtain a copy of the earlier Will.

Registrar can give the attorney the Document Number for the safekeeping Will if a death certificate for the decedent has been e-filed in the informal case.

Attorney would take the following steps to obtain a copy of the earlier dated Will:

- Prepare a Petition for a Copy of a Safekeeping Will
- E-file the Petition into the Document Number where the Will is being held (**not into the informal case**)

Court staff will process the petition and request an order from the Judge to release a copy.

Court staff will e-serve the attorney a copy of the order.

If the petition is granted the attorney may request a copy of the earlier dated Will through EFS including the payment of copy fees, making the request in the Document Number (**not in the informal case**). **Use the e-filing code – Copy Request**

Copy request will go to the Records Center. Since this is a safekeeping Will the records center will not have access to the document and will e-mail the Probate Court to handle the request.

Probate Court staff will make the copy and mail or prepare the copy for pickup.