

## **PART 8. RULES RELATING TO PROBATE**

(a) Probate forms now on file and numbered p-1A through p-145, as amended from time to time, shall be used in the Fourteenth Judicial Circuit.

(b) Where multi-page documents are required, the backs of the papers shall be utilized in such manner that same may be read without removing same from the file or turning the file 180 degrees. Two post Binding at the top of the paper shall be used.

(c) Required filings which are not included in the published forms shall be prepared in the above form.

(d) Filings not according to rule or not on approved forms may be filed only by leave of Court.

(e) Wills and trusts heretofore executed on long paper may be filed, but wills, etc., prepared after January 1, 1982, should be on 8 ½" by 11" paper.

(f) Where addenda are required to furnish information which will not fit in the space provided on the form, recite same in the applicable space and refer to a clearly marked exhibit prepared on 8 ½" by 11" paper.

(g) A list of approved forms should be kept on file in the office of the Clerk of each Court.

(h) Typewritten or printed papers shall have a 1 ½" minimum blank space at the binding end of the paper.

(i) Inapplicable alternatives printed on the forms shall be deleted prior to filing.

(j) Pursuant to the discretionary authority vested with the Court under Section 755 ILCS 5/24- 1, 5/24-3(a), 5/24-11, Illinois Probate Code, all legal representatives of estates in cases filed in the various courts of the Fourteenth Judicial Circuit, shall file an annual report or account. The first such report or account shall be due, unless otherwise ordered by the Court, by the first Monday of the month following one year from the issuance of Letters of Office. Thereafter, unless otherwise ordered by the Court, an annual report or account will be due on each anniversary or until the estate is closed. Each paper filed shall contain the name, address and telephone number of the attorney for the estate and the representative. The report shall include a schedule for the closing of the estate and an explanation of any problems which would delay closing.

(k) In cases involving the guardianship of a minor, a child custody affidavit shall be filed as required by 750 ILCS 36/209. (See Appendix of Forms of the Fourteenth Judicial Circuit, Form 9(a) [as the same may be from time to time amended]).