

Orphans' Court Rule 6.12

(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 Department of Court Records, Wills/Orphans' Court Division 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 Department of Court Records, Wills/Orphans' Court Division 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 Director, Department of Court Records, Wills/Orphans' Court Division.

(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 the report required by this Rule.

(e) Copy of Rule. Upon the grant of letters, the Director 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 to notice to a delinquent personal representative and counsel, the Director of Department of Court Records, Wills/Orphans' Court Division 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.