

OPENING A SAFE DEPOSIT BOX

PLEASE READ BEFORE PROCEEDING

This information is the only information court personnel can give you about this procedure. This information is not intended to be legal advice, but a brief explanation of the basic procedure that is required.

Probate court personnel cannot give legal advice about your particular situation or complete your forms for you. You are not required to have an attorney; however, the court cannot act as your attorney. If you do not understand these instructions or the process, you will need to obtain other assistance.

WHENEVER IT APPEARS TO THE COURT BY PETITION OF AN INTERESTED PERSON THAT A SAFE DEPOSIT BOX LOCATED IN THIS COUNTY MAY CONTAIN A WILL AND/OR A DEED TO A BURIAL PLOT OF A DECEDENT, the court may issue an order directing the institution to permit the person named in the order to examine the safe deposit box in the presence of an officer or other authorized employee of the institution.

If a paper purporting to be a Will of the decedent or a deed to burial plot is found in the box, the person named in the order shall deliver the Will and/or deed to this court within 7 days. The court shall furnish a receipt to the person named in the order.

An item contained in the safe deposit box other than the Will or deed ***SHALL NOT*** BE REMOVED FROM THE SAFE DEPOSIT BOX.

At the time of the opening of the safe deposit box, all individuals in attendance shall execute a written statement (PC 552) certifying whether a Will or deed to a burial plot is found and that no other items are removed.

WHAT MUST BE FILED

- Completed Petition and Order to Open Safe Deposit Box ([PC551](#))
- Proposed Safe Deposit Box/Certificate and Receipt ([PC 552](#))
- Copy of death certificate
- \$10.00 file fee
- \$11.00 certified copy fee
- Within 7 days from opening the safe deposit box, petitioner must deliver the Safe Deposit Box Certificate ([PC 552](#)) and the Last Will and Testament and/or deed to a burial plot (if applicable) to the Probate court.