

December 24, 2025

TO: Orphans' Court Attorneys  
FROM: Tracey Antoline-Patton, Register of Wills  
CC: Judge Dale M. Fouse

**RE: Orphans' Court Motion Procedures / Note day changes**

**NOTICE**

In an effort to alleviate problems that are occurring with Orphans' Court filings, effective January 1, 2026, the following procedures will apply to Orphans' Court Motions;

1. **Prior** to appearing in Motions Court **any** Petition/Motion to be presented must **FIRST** be filed with the Office of the Register of Wills.
2. At the time of filing, Petition/Motion will be time-stamped and assigned a docket number (if appropriate). The filing fee must be paid at this time.
3. The Petition/Motion can then be presented to the Orphans' Court Judge, in Motions Court. If the Order attached to the Petition/Motion is signed by the Judge, then after it is time-stamped in the Judge's Chambers, the signed Order and original Petition/Motion shall be immediately filed with the Register of Wills, after which a Certified Copy will be issued.

**NOTE: The Register of Wills Office opens at 8:00 am for Motion Court Days**

**ORPHANS' MOTION COURT IS EVERY  
TUESDAY AND THURSDAY, unless otherwise posted  
AT 8:30 a.m. in COURTROOM #8  
JUDGE DALE M. FOUSE**