

If the fiduciary fails to file documents on a timely basis, the Court will issue a Citation Order to the fiduciary. This Order will be served upon the fiduciary by the Sheriff. The Citation Order commands the fiduciary to appear before the Court to explain why the document was not filed in a timely manner.

To prevent this from occurring, the Court will send you notification of a possible citation when you are late with your filings via email *approximately* 30 days prior to a citation being issued. This notification will let you know that a citation order will be issued within thirty days if the required document is not filed timely.

The email notice allows the fiduciary/and or the fiduciary's attorney to file the document or ask the court for an extension of time so that a citation order will not be issued.

THIS EMAIL SERVICE IS A COURTESY. HUMAN OR COMPUTER ERROR MAY OCCUR. THEREFORE, YOU MUST KEEP UP WITH YOUR OWN CASE.

PLEASE FILL OUT ALL LINES ON THIS FORM TO RECEIVE EMAILS

TODAY'S DATE: _____

FIRST NAME: _____

MIDDLE NAME OR INITIAL: _____

LAST NAME: _____

EMAIL ADDRESS: _____

CASE NUMBER: _____

FIDUCIARY'S SIGNATURE: _____

This form needs to be filed out for EACH case in which you, as fiduciary, wish to be notified. Should information on this form change, please complete a new form and submit the form to the Court. If email notification is no longer desired, please notify this Court by mail;

**Judge Alice O. McCollum,
Montgomery County Probate Court**