

The County of Cumberland is committed to providing quality services to all citizens equitably, in a responsive and caring manner.

COMMISSIONERS' MEETING

MINUTES

October 20, 2014

PLEDGE OF ALLEGIANCE

The Board of Cumberland County Commissioners, Chair James F. Cloutier, Thomas S. Coward, Mark D. Grover and Neil D. Jamieson, Jr. convened this meeting in the Peter J. Feeney Conference Room at the Cumberland County Courthouse. Also in attendance were: Peter Crichton, County Manager, Bill Whitten, Assistant County Manager, Alex Kimball, Finance Director, Wanda Pettersen, Human Resources Director and Barbara Buckley, Executive Assistant/ Deputy Clerk. Commissioner Witonis was not in attendance.

APPROVAL OF THE MINUTES

Chair Cloutier asked for a Motion to approve the Regular Minutes of the September 8, 2014 and the Special meetings on September 8th at 4:30PM, 5:20PM and 5:30 PM. Commissioner Coward made a Motion and Commissioner Jamieson seconded the Motion. All Commissioners voted unanimously in favor, 4-0.

COMMENTS FROM THE PUBLIC

Hearing none, we moved on.

INFORMATIONAL REPORTS

The Information Reports for the retirement presentation for the Chair and Assessor Robert Konczal and Lawyer James Mason of the Board of Assessment Review for their four years of service on the Board of Assessment Review was postponed until the November 10th Commissioners meeting.

The Introduction and welcome to Lawyer Sarah McDaniel and Assessor Rob Sutherland who will replace the two retiring BAR members will also be postponed to the November 10th Commissioners meeting.

Domestic Violence Project Funding for 2015 was presented by Faye Luppi, Project Director, Violence Intervention Partnership. Chair Cloutier asked Faye Luppi for her report.

Ms. Luppi presented her report, which is attached to these Minutes. She also indicated we were recently recognized as a national Promising Practice by the Department of Justice Technical Assistance provider. She recently trained over 800 law enforcement officers on risk assessment, including all 130 game wardens. She is currently working with the statewide Domestic and Sexual Abuse Commission to develop best practice protocols for High Risk Response teams, based on our experience over the last two years. She will be training all of our Maine judges on risk assessment in domestic violence cases at the Judicial College this week.

The Violence Intervention Partnership, Cumberland County Government's Domestic Violence Project, has been funded in part since 1998 by federal Department of Justice (DOJ) Office of Violence Against Women grants totaling approximately \$3,450,000. While Maine and our jurisdiction in particular have received a number of DOJ grants this fall, we did not receive the DOJ grant that has funded the County Domestic Violence Project for the last fifteen years.

Chair Cloutier asked Ms. Luppi if she had picked up on any insight as to what the process was that lead to no federal grant funding. She indicated she asked for the federal reviewers comments and they were not particularly helpful. She also checked with other grant managers and others around the country and they indicated it is quite rare for a project to be continually funded for 15 years in a national competitive process.

The good news is that Cumberland County Family Crisis Services and other partners did receive substantial Department of Justice grants this fall. Ms. Luppi is encouraged and will apply for funding from the Department of Justice in the next round in 2015.

Commissioner Jamieson commented on what a great job she has done and being creative on receiving grants. He asked what affect the loss of funds would be on our services to the community. She indicated she does not think it will be a big loss because the Department of Corrections will continue to support the six month period of the extension position of the probation officer. The one cutback will be that we will not be able to send as many people to conferences, but we will use webinars instead. So it will be a lean budget, but we will provide funding until the end of August.

CONSENT AGENDA APPROVALS

Chair Cloutier asked for approval of the following Consent Agenda Items. The County Manager concurs with the recommendations for the Consent Agenda Items.

**14-067 Approval, Board of Assessment Review's Two New Members:
Ms. Sarah McDaniel and Rob Sutherland.**

Barbara Buckley, Executive Assistant/Deputy Clerk and the Assistant to the Board of Assessment Review Committee (BAR) submitted a staff report to appoint Ms. Sarah McDaniel, Attorney-At-Law and Rob Sutherland, Maine Assessor to the BAR. These new BAR members

will replace retiring James Mason, Esq. and Robert Knoczal, Maine Assessor. The Board of Assessment Review is made up of seven (7) volunteers who are appointed by the Cumberland County Commissioners to hear tax abatement appeals for those municipalities in Cumberland County that do not have a local board of assessment.

14 – 068 Approval, CCRCC Board of Directors Appointment of Ben Wallace Cundys Harbor Fire Chief

William Holmes, Emergency Communication Director, submitted a staff report to appoint Fire Chief Ben Wallace of Cundys Harbor to the CCRCC Board of Directors replacing former Board member Dave Mercier.

14 – 069 Approval, CCRCC Uniform RFP

William Holmes, Emergency Communication Director, submitted a staff report stating the CCRCC is contractually obligated to provide Uniform Shirts, Fleece Jackets/Sweatshirts or Fleece Vest to the staff members. The County Finance office sent the RFP to 3 local vendors. Two of the 3 vendors responded. They received quotes from Winterpeople and Dustis Designs. The CCRCC has used each these vendors in the past. Winterpeople was the lowest bidder for nearly all items. If we purchased one of each item from both vendors the cost would be \$206.78. The cost for Dustis designs would be \$242.88. For each employee, we purchase four uniform shirts and one other item such as a fleece jacket, fleece vest or sweatshirt. Each combination purchase would be less expensive using Winterpeople as our vendor.

The CCRCC has funds in the 2014 annual budget for the Uniform purchase. The CCRCC Director recommends the Commissioners approve the RFP bid from Winterpeople.

14 – 070 Approval, 2014 STOP Violence Against Women Formula Grant

Captain Craig Smith, submitted a staff report stating the Cumberland County Sheriff's Office is committed to reducing the number of domestic violence incidents. The STOP Violence Against Women Grant is administered by the State of Maine Department of Public Safety. The grant monies, (\$10,000) that were applied for, are to purchase body worn cameras for patrol deputies. The cameras would record crimes scenes as found, as well as conversations with victims, witnesses and suspects with the goal being to increase the prosecution of domestic violence cases and reduce the number of domestic violence incidents. The thought process is to capture verbatim while fresh on the participants minds and that this information will assist prosecutors in seeking justice for the victims of domestic violence. The grant requires a minimum match of \$4,925. The match will be made as follows: \$1,925 in employee cost for training, policy development and grant oversight funded within the Cumberland County Sheriff's Office budget. The remaining \$3,000.00 will also be funded within the existing Cumberland County Sheriff's Office budget.

14 – 071 Approval, CCSO Commissions

The Cumberland County Sheriff's Office submitted Commissions for the September 2014 following towns and cities: Cape Elizabeth, Frye Island, Gorham, South Portland, Sagadahoc County, Windham, Falmouth, Windham, CCSO and CCSO Jail.

14 – 072 Approval, Addition of Columbus Day holiday in 2014 and removal of day after Thanksgiving as holiday in 2014

A Motion was presented to affirm Monday, October 13, 2014 as a County holiday and a Motion to remove Friday, November 28, 2014 as a County holiday.

14 – 073 Approval, CCRCC Tower Grounding

Bruce Tarbox, Facilities Director, submitted a staff report in continuation of the tower project located at the Communications Center in Windham. This addresses the installation of antenna cables, side arms and equipment. The National Guard did the majority of the installation. The need for this request is to be in compliance with Motorola standards for installation and grounding. It is very important that this be installed correctly as to protect all our equipment. They are requesting to Sole Source to East Coast Communications in the amount of \$15,098.81. Money has been set aside in CIP account #75001-7574.

14 – 074 Approval, Probate Fees Increase

The Deputy of Register of Probate submitted a staff report indicating that due to rule changes effective November 1, 2014 some fees were changing and will be increased. The Register of Probate/Probate Court would like to update their fees to meet the current environment we are in. With the new E-file requirements, in which no fees are charged for E-filed forms, and the law increasing certain other fees, they are asking to increase some fees to make them even across the board.

Listed below are the fee changes made by the change in rule. Effective date 11/1/2014

Certificate, under seal of court, \$5.00 each;

Filing of notice of removal of a proceeding to the Superior Court, \$100.00, exclusive of entry fee paid to the Superior Court;

Registration of trust, ~~\$ 10.00;~~

Filing a notice of domiciliary foreign conservator's appointment, ~~\$5.00~~ \$25.00;

Demand for notice, ~~\$-10.00~~ \$25.00;

Filing of notice of appeal to the Law Court, \$100.00, exclusive of entry fee paid to the Law Court;

Statutory will form, ~~\$1.00~~ \$5.00;

Writs and Renewal of Writs, \$25.00;

Petition for Termination of Parental Rights, \$65.00;

Surrender and Release of Child for Adoption, \$25.00;

Consent of non-petitioning Parent for Adoption, \$25.00;

Claim against estate, ~~\$10.00~~ \$25.00; and

Filing of petition or complaint in a civil proceeding, ~~\$60.00~~ \$120.00.

Fees for official probate court forms are addressed in Rule 84.

Below is the other increase in fees they would like update at the same time the above increases go into effect to bring our fees in line across the board.

Forms 1 to 4 pages: \$5.00 (Because they now charge 5.00 for the N-forms this brings the rest in line with that. If people file electronically there is no charge for the form.)

Forms 5 pages and above see \$7.00 (see above).

\$25.00 for the Court to serve N-109 form (current cost of \$20 with the additional of \$5.00 for the form).

\$45.00 for creating and filing Real Estate Abstract, Foreign Domically, and Foreign Conservator with the Register of Deeds. (Increase covers last year's increase in filing fees with the Registry of Deeds.)

Fees also reflect the increase for certified & exemplified copies as there are a part of the filing.

The proposed changes should have a positive impact on revenue and also help to encourage people to start using the E-file system. If not adopted revenue will drop some due to no fees being charged for E-file and some other changes per statute.

Attached is the new proposed fee schedule for the public.

Chair Cloutier asked for a Motion for approval of Consent Items: 14-067, 14-068, 14-069, 14-070, 14-071, 14-072, 14-073 and 14-074.

Commissioner Jamieson made a Motion to adopt Consent Items: 14-067, 14-068, 14-069, 14-070, 14-071, 14-072, 14-073 and 14-074. Commissioner Grover seconded the Motion. All Commissioners voted unanimously in favor, 4-0.

Commissioner Grover indicated he supports all the Consent Items but made a suggestion with regard to the fee schedules suggesting that it would be great if all the departments who have fees to post them in one location on the internet. The Chair agreed.

COMMENTS FROM THE COUNTY MANAGER

Chair Cloutier asked the County Manager for his comments.

The County Manager reported on 5 topics: 1) There will be one final meeting with the Finance Committee on Wednesday, October 22nd to review the different organizations requesting funds and continue to work with the communities. The finance committee meetings are going well. The 2015 increase for the county operations side is at 3.31% tax increase. The Cross Insurance Arena (CIA) has some additional costs for the modernization at 1.93% making a total of 5.24% which represents less than a \$7.00 increase to the average taxpayer in Cumberland County. 2) The CIA Trustees are continuing to work on the Global Spectrum negotiations to manage the CIA. He hopes working with Global Spectrum will generate revenue in the coming years. 3) The convention for the state counties was held recently with Commissioner Coward, Commission Witonis, Commissioner Jamieson and various department heads in attendance; this was a great venue at the Cliff House. He thanked Bill Whitten for the session he put together with Ethan Strimling and Phil Harriman. Gary James, County Regional Assessor, also had several discussions at the convention with various counties who are showing an interest in regional assessing. 4) He thanked Wanda Pettersen, HR Director, for the social media workshop that will be coming up in the near future which is a continuation of a program that we had in the past where we invite municipal and county officials to hear presentations that are current and relevant. 5) He thanked Bill Whitten and Alex Kimball for their work with the Board of Corrections and the Finance Committee and Mr. Whitten's continued work with the Maine County Commissioners Association's Strategic Plan.

COMMENTS FROM THE COMMISSIONERS:

Chair Cloutier asked for Comments from the Commissioners:

Commissioner Grover:

Commissioner Grover mentioned a few concerns. 1) The Charter requires the Commissioners to meet in all the districts in a two year period. There are only two months left this year and we have two more meetings and it looks like we will end up in violation of the Charter. 2) He offered to reduce the 11 pages of his suggested By-Laws, but he received no comments from the Commissioners. Since it takes two meetings to approve By-Laws it looks as though it will not happen during his term of office which expires on December 31, 2014. 3) With regard to informative workshops, he would still like to see the workshops broadcast to the public.

Commissioner Jamieson:

Commissioner Jamieson wanted to remind all the voters of the upcoming important election for local, county, state and national officials. The citizens should go out and vote in our free society and celebrate democracy.

Commissioner Coward:

Commissioner Coward indicated York County did a wonderful job on the state MCCA convention. He attended workshops and study sessions; it was a very good education and worthwhile. He reiterated to get out and vote, which is a right and privilege.

Commissioner Cloutier:

Commissioner Cloutier had two topics to discuss: 1) He also encouraged citizens to get out and vote. He thanked Bill Whitten and Nadeen Daniels for attending a meeting with him at the Portland Superintendent's Office recently. They discussed the education improvement ideas that the County has and discussed a lot of the improvement ideas and encouraged regional education. 2) At a previous meeting today regarding internet access and high speed communications, we had FairPoint in attendance to discuss participation in that market and discuss the opportunities making it available more widely and better quality. We will also invite other participants in to discuss what services they have to offer in November.

Commissioner Witonis:

Commissioner Witonis had no comments because she was not at the meeting.

OLD BUSINESS

Chair Cloutier asked if there was any Old Business.

Commissioner Grover asked if the County office has received applications for the three Cross Insurance Arena Trustee positions that will expire on December 31, 2014. Ms. Buckley indicated that we had received several applications for the three positions. The deadline will be at noon on Friday, October 31st. Chair Cloutier indicated the interviews will take place sometime in November or early December. The appointments will be effective January 1, 2015.

NEW BUSINESS

Chair Cloutier asked if there was any New Business.

Hearing none, we moved onto Action Items.

ACTION ITEMS

Chair Cloutier asked for the Action Items. The County Manager concurs with the Action Items.

14 – 075 Approval, 2013 Audit

Chair Cloutier indicated Ron Smith, Auditor, spoke to the Commissioners at a workshop held prior to the regular meeting and they discussed the 2013 Audit in detail. The Chair congratulated Alex Kimball and the Finance Office for once again receiving the Combined Annual Finance Report (CAFR) for the County. This report is the overall financial health of the

County and the strength of its accounting procedures. The 2013 Audit contains no major changes to the County financial health and no mention of areas where accounting standards are not being met.

Chair Cloutier asked for a Motion to approve the 2013 Audit as submitted by Mr. Smith.

Commissioner Jamieson made a Motion to approve the 2013 Audit as submitted. Commissioner Grover seconded the Motion. All Commissioners voted unanimously in favor, 4-0.

Agenda Planning

The next Commissioners will be November 10th at the Cumberland County Courthouse.

At the November meeting, the Commissioners will select who they would like to interview for the Cross Insurance Arena Board of Trustees expired positions.

There being no further business Commissioner Coward made a Motion to adjourn the meeting at 7:50 PM. Seconded by Commissioner Grover. All Commissioners voted unanimously in favor, 4-0.

ATTEST:



**Barbara M. Buckley
Deputy Clerk**

The next Commissioners meeting will be on Monday, November 10, 2014 at 6:30 PM in the Cumberland County Courthouse in the Peter Feeney Conference Room.

Informational Report

To: Cumberland County Commissioners

From: Faye Luppi, Project Director, Violence Intervention Partnership

RE: Domestic Violence Project funding for 2015

Date: October 8, 2014

Summary: The Violence Intervention Partnership, Cumberland County Government's Domestic Violence Project, has been funded in part since 1998 by federal Department of Justice (DOJ) Office of Violence Against Women grants totaling approximately \$3,450,000. While Maine and our jurisdiction in particular have received a number of DOJ grants this fall, we did not receive the DOJ grant that has funded the County Domestic Violence Project for the last fifteen years.

The DOJ grant that is currently funding the County Domestic Violence Project is scheduled to close February 28, 2015. The grant funds 4 half-time positions, two at Family Crisis Services (Elder Abuse and Incarcerated Women Advocates), one .5 FTE DV Probation Officer, and one .5 FTE Maine Pretrial DV Case Manager. The grant also funds mileage, phone, and supplies for the Project Director (my position), as well as interpretation expenses for Family Crisis Services, and training supplies. Cumberland County Government currently funds the other .5 FTE for the FCS Incarcerated Women Advocate and the Maine Pretrial DV Case Manager positions.

We have flexibility with the grant budget at this time due to two unexpected and positive funding changes. First, the Department of Corrections picked up the .5 FTE DV Probation Officer position starting August 7, 2014 (instead of March 1, 2015), leaving us with a substantial balance (roughly \$35,000). Second, Family Crisis Services was awarded a significant DOJ/OVW Demonstration grant that will fund the FCS .5 FTE Elder Abuse position beginning January 1, 2015 or possibly sooner. Below is my proposal for a lean budget for the Violence Intervention Project for 2015.

Proposal: Apply for six month no-cost extension from DOJ/OVW to use the remaining funds in the budget to cover the Maine Pretrial DV Case Manager .5 FTE position and the Family Crisis Services Incarcerated Women .5 FTE position from March 1, 2015-August 31, 2015, as well as the Project Director, translation, and training expenses. Assuming we are awarded continuing funding (a major assumption) in the DOJ/OVW 2015 grant round, that funding should start October 1, 2015, leaving a one month gap. The two positions cost approximately \$4750/month total, and the Project Director phone and mileage runs \$150/month – total \$4900.

The risk of Option 1 is that requesting the no-cost extension until September, 2015, may hurt our chances of obtaining continuing funding in the next grant round, but given my conversation last week with our DOJ grant manager in Washington, that should not be the case.

Conclusion: The Directors of Family Crisis Services and Maine Pretrial Services support this Proposal. I have also discussed it with the grant manager at DOJ, who asked me to submit the request for a no-cost extension for the current grant. I will plan to re-apply for DOJ/OVW funding in January of 2015, which if successful, would provide funding for the project beginning Oct. 1, 2015.

Office of the Register of Probate & Probate Court – County of Cumberland

FEE SCHEDULE

EFFECTIVE 11/1/2014

Estates

Filing a Will – Informal (Register) & Formal (Judge)	Complimentary – no fee
Filing without Petition (No Probate)	\$ 15.00
Probate required; no appointment	
Filing Fee – Based on Value of Estate	
Up to and including \$ 10,000	\$ 20.00
\$ 10,001 to \$ 20,000	\$ 40.00
\$ 20,001 to \$ 30,000	\$ 60.00
\$ 30,001 to \$ 40,000	\$ 75.00
\$ 40,001 to \$ 50,000	\$ 95.00
\$ 50,001 to \$ 75,000	\$ 125.00
\$ 75,001 to \$ 100,000	\$ 190.00
\$ 100,001 to \$ 150,000	\$ 250.00
\$ 150,001 to \$ 200,000	\$ 325.00
\$ 200,001 to \$ 250,000	\$ 375.00
\$ 250,001 to \$ 300,000	\$ 450.00
\$ 300,001 to \$ 400,000	\$ 500.00
\$ 400,001 to \$ 500,000	\$ 575.00
\$ 500,001 to \$ 750,000	\$ 625.00
\$ 750,001 to \$ 1,000,000	\$ 700.00
\$ 1,000,001 to \$ 1,500,000	\$ 750.00
\$ 1,500,001 to \$ 2,000,000	\$ 875.00
\$ 2,000,001 to \$ 2,500,000	\$ 950.00
Fee increases in steps of \$100 for every increase in value of \$500,000 or part thereof above \$2,500,000	

Additional costs to Probate a Will:

- \$ 30.00 – Legal adv. for Notice to Creditors published in newspaper*
- \$ 2.00 per notice – issue N-109 Notice to Heirs/Devises/D.H.H.S.
- \$ 45.00 – Real Estate Abstract
- \$ 25.00 – Court to send Notice (Formal Proceedings Only)

*Legal Notices shall be published in the Portland Press Herald; also accessible online at www.mainetoday.com. Call the Register's Office for schedules

Please see reverse for additional fees

Guardianship/Conservatorship

Petitions of Guardianship/Conservatorship	\$ 50.00
Temporary Guardianship of Minor	\$ 50.00
Appointment of Guardian or Conservator	\$ 25.00
Termination of Guardian or Conservator	\$ 25.00
Petition for Successor Guardian or Conservator	\$ 75.00
Joined Petition: Guardian/Conservator	\$ 50.00
Joined Petition: Term. of Guardian/Conservator	\$ 25.00
Notice of Domiciliary Foreign Conservator	\$ 25.00
Accounts Allowed	\$ 25.00
Court to send Formal Notice	\$ 25.00/per

Adoptions

Adoption	
Petition for Adoption	\$ 65.00
Fingerprint Fee	\$ 49.00
A-10, A-15, or A-15(a)	\$ 5.00/per
Petition to Examine Records	\$ 25.00
Recognition of Foreign Adoption	\$ 55.00
Petition for Termination of Parental Rights	\$ 65.00
Surrender and Release of Child for Adoption	\$ 25.00
Consent of non-petitioning Parent for Adoption	\$ 25.00

Change of Name

Change of Name	
Petition for Change of Name	\$ 40.00
Publication in Newspaper (Adults only)*	\$ 30.00

Photocopies:

- Attested or Certified Copy \$1.00 per page
- Exemplified Copy + \$5.00 per document
- + \$20.00 per document

Certificate of Appointment/Name Change/Adoption/Guardianship/Conservatorship \$ 5.00 per certificate

Effective September 19, 2005 all Petitions and Applications (except Name Change) require a \$10 surcharge.

COUNTY COURTHOUSE, 142 FEDERAL STREET, SUITE 125, PORTLAND, MAINE 04101
 TEL.: (207) 871-8382 FAX: (207) 791-2658 EMAIL: PROBATE@CUMBERLANDCOUNTY.ORG

Office of the Register of Probate & Probate Court – County of Cumberland

FEE SCHEDULE

EFFECTIVE 11/1/2014

Other Fees

Petition or Complaint in Civil Proceeding	\$ 120.00
Petition for Elective Share	\$ 120.00
All Other Formal Petitions and Appointments	\$ 25.00
All other subsequent informal Appointments	\$ 25.00
Surcharge (required on all petitions and applications)	\$ 10.00
Publication of Formal Probate of Will	\$ 30.00
Claim Against Estate	\$ 25.00
Demand for Notice	\$ 25.00
Court to send Formal Notice	\$ 25.00/per notice
N-101, N-102, N-103, N-104	\$ 5.00
Writs and Renewal of Writs	\$ 25.00

Forms

Statutory Will Form	\$ 5.00
Forms with one to four pages	\$ 5.00
Forms with five pages or more	\$ 7.00

Forms can be obtained in person from our office. You may also request in writing that forms be mailed to you. We will need to receive payment before the forms can be sent. Our office does not bill. Please call for more information.

We are pleased to announce that our forms are now available in an interactive PDF format that we can email to you. For more information on this, please send an email to probate@cumberlandcounty.org with your questions or orders.

Important Notes about Forms If a form has multiple pages, you MUST print it double sided or it will not be accepted. Any official form not purchased from the Register shall include, at the time of filing, a written certification that no alteration has been made.

There is no fee for an electronically filed form.

Appeal/Removal

Notice of Appeal	
Fee to "Supreme Judicial Court"	\$ 150.00
Fee to "Register of Probate"	\$ 100.00
Petition for Removal (N-106)	
Fee to "Register of Probate" (exclusive of entry fee)	\$ 100.00

Visitor Fees

Non-Emergency	
Tier 1	Portland, South Portland, Westbrook, Falmouth
Tier 2	Cape Elizabeth, Scarborough, Gorham, Windham, Gray, Cumberland, Yarmouth, North Yarmouth
Tier 3	Any other location within Cumberland County
Emergency	
Tier 1	Portland, South Portland, Westbrook, Falmouth
Tier 2	Cape Elizabeth, Scarborough, Gorham, Windham, Gray, Cumberland, Yarmouth, North Yarmouth
Tier 3	Any other location within Cumberland County

Visitor Fee's are due to the Court at time of filing for ALL incoming Adult Guardianship and/or Adult Conservatorship Petitions.

If the incapacitated person is located outside of Cumberland County, the Court will collect a deposit of \$150, and will make every effort to secure the services of a Visitor as near to the incapacitated person as possible. However, if a Visitor from Cumberland County must be appointed, the Visitor will bill the Petitioner directly for the payment on an hourly basis at the following rates:

Non-emergency: \$35/hour plus \$0.505/mile
Emergency: \$45/hour plus \$0.505/mile

Also, the Visitors reserve the right to bill the Petitioner directly in addition to the above flat rates in extraordinary circumstances.

WE ACCEPT CASH, CHECKS AND MONEY ORDERS.

PLEASE MAKE CHECKS PAYABLE TO "REGISTER OF PROBATE"
DEBIT/CREDIT CARDS CAN BE USED ONLY IN ELECTRONIC FILING.

Effective September 19, 2005 all Petitions and Applications (except Name Change) require a \$10 surcharge.

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