

Procedures To Be Followed In Signing Will or Codicil

1. Assemble Witnesses:

The testator and three witnesses, who have no present or potential interest in the property disposed of by the testator's will or codicil, or in the testator's estate in the event that there is no valid will at testator's death, should be assembled and seated facing each other.

There is no requirement that witnesses read or have knowledge of the contents of the will or codicil.

Nobody should leave or enter the room until the signing of the will or codicil is completed.

2. Testator Should Make the Following Statement to the Witnesses:

'I declare that this document before me is my (will or codicil). I have read it. I understand it, and the document expresses my desires as to my testamentary disposition. I request you to witness my signing of this document.'

- (a) Fill in the date of signing,
- (b) Fill in the place (town) where document is being signed,
- (c) Fill in the date of witnessing the signing,
- (d) Fill in the place (town) where signing is being witnessed,
- (e) Testator sign name exactly as it is typed below the signature line,
- (f) Testator initial at bottom,
- (g) Testator initial each page of will or codicil at bottom after last printed word on the page.

3. Witnesses Should Read the Statement at the Middle of the Signature Page. After reading statement:

- (a) The first witness should sign and then print his or her full name, and write in complete address.
- (b) The second witness should sign and then print his or her full name, and write in complete address.
- (c) The third witness should sign and then print his or her full name, and write in complete address.

4. ***Examine Original Signature Page Carefully To See That All Spaces Have Been Filled in.***
5. ***Examine Each Page of Document To Be Certain That Testator Has Initialed Each Page.***
6. ***After the Document Has Been Completed:***
 - (a) Have two photocopies made;
 - (b) Place the original in a safe place (if you have signed a codicil, attach it to your original will);
 - (c) Keep one copy at home for easy reference;
 - (d) Send the other copy to your attorney.
7. **For documents that require notarization:**
 - (a) Take document to a notary;
 - (b) Do not sign the document until indicated to do so by the notary.