

Susan W. McGrath
Champaign County Circuit Clerk



Champaign County Courthouse
101 East Main Street
Urbana, IL 61801
Phone (217) 384-3725
Fax (217) 384-3879

**Request For Letters of Testamentary/Administration/Guardianship
(USE THIS FORM INSTEAD OF A COPY REQUEST)**

Date Requested: _____

Case Number and Name of Case: _____

Number of Letters Requested: _____

Contact information:

Name

Address

Phone number

E-Mail Address

We have several options for preparation of letters for probate and guardianship cases.

_____ Option 1: Letters will be prepared with a digital seal and emailed to you for \$5.00 per letter.

_____ Option 2: Letters will be prepared with a raised seal and printed out on bond paper for \$5.00 per letter. The letters can be mailed _____ or _____ picked up.
(check which method of delivery)

_____ Extra Fee If you would like the letters to be certified there is an additional fee of \$5.00 per document. The certified letters will have a certification paragraph and a raised seal.

\$ _____ Total Amount Paid

Please submit your form to dana.maguire@champaigncountyil.gov.

Please make your payment through the Circuit Clerk's Website at <https://champaigncircuitclerk.org/> and select the box called "Make a Court Case Payment". You will get a receipt of payment when you do this. Once you have made the payment, please email dana.maguire@champaigncountyil.gov to let her know that the payment has been made.

Letters will be prepared upon receipt of payment, and after we ensure that the court has entered the Order. Letters can only be prepared in P/PR (probate cases) and G/GR (guardianship cases).