



Town of Richmond, Rhode Island

Town Hall
5 Richmond Townhouse Road
Wyoming, RI 02898
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www.richmondri.gov

Erin F. Liese, CMC
Town Clerk
Probate Clerk
Canvassing Clerk
townclerk@richmondri.gov

PROBATE PRACTICES AND PROCEDURES

- Probate Court in the Town of Richmond follows Title 33 of the RI General Laws, 1956, as amended.
- Richmond Probate Court sessions are held the third Tuesday of the month at 9:30 A.M. in the Town Council Chambers, Town Hall, 5 Richmond Townhouse Road or Teleconferenced via Zoom.
- Presiding over the Richmond Probate Court is the Honorable Christine J. Engustian.
- The filing fee for a petition is \$34.00.
- The fee for advertising is \$30.00. Petitions are advertised once a week for three weeks in the Westerly Sun. The Westerly Sun is published once per week, on Thursdays.
- Petitions requiring advertising must be submitted to the Probate Clerk at least 30 days prior to the requested hearing date in order to allow for advertising.
- Petitions on waiver must be submitted by 4:00 P.M. the Wednesday prior to the hearing.
- The docket is prepared by the Clerk the Thursday prior to the hearing. Petitions will not be accepted on the day of the hearing.
- The petitioner and/or attorney are expected to attend the probate session, other than petitions for Voluntary Informal Executor/Administrator, unless special exception has been made by the Judge.
- The Probate Judge, Probate Clerk and other staff in the Clerk's Office are prohibited from providing legal advice and assisting parties in the completion of Probate forms for submission to the Probate Court. All parties are encouraged to seek legal representation.