

LAST WILL AND TESTAMENT EXECUTION INSTRUCTIONS

1. Gather two (2) witnesses and a notary public. None of these persons can be named in any capacity whatsoever in your Will. All of the following procedures should be performed in the presence of all witnesses and the notary.
2. Initial the lower left-hand corner of **each** page of your Will, including the page with witnesses' signatures.
3. Sign the signatory page at the place indicated, after first having inserted the date (that is, both the day and the month) in the blanks in the clause above, beginning with the words, "**I have signed and sealed**".
4. Read aloud the clause beginning with the words, "**I have signed and sealed**".
5. Each witness should sign on one of the two lines on the left hand side of the page where indicated and insert his or her residence address on the lines to the right of his or her signature. [There is no necessity for any witness to be privy to any provision within the Will itself.]
6. After you have completed steps 1 through 5 above, you and each witness should sign on the lines provided on the last page, and the notary should fill in the names of the witnesses in the blank spaces provided in the paragraphs above and below the signature lines. The notary should then insert on the lines provided the date, his or her name, and the date the notary's commission expires. Lastly, the notary should affix the notarial seal.
7. After the Will is fully executed, please return copies to my office for my files. You may place the original in the safe at your county Register of Wills office for a fee of \$5.00.