



# Filing of testamentary dispositions

## Useful information

The purpose of this explanatory leaflet is to give litigants information on what they need to provide in order to:

- file testamentary dispositions with the court so that they can be kept there until death
- file testamentary dispositions at the time of the death of a litigant so that they can be communicated to the heirs and beneficiaries of the testamentary dispositions.

### 1. Preliminary conditions

- The testator must be domiciled in the canton of Geneva.
- Have drawn up a handwritten, dated and signed will.
- Be in possession of the original testamentary dispositions.

### 2. Documents to be submitted

- **Original will** or copy certified by an official body.
- **Original** of the information form on the list of heirs, completed, dated and signed.
- **Names and addresses** of all persons, institutions and associations mentioned in the will.
- If the person died outside the canton of Geneva: **copy of the death certificate**.
- If the testator is not domiciled in Geneva, **any useful document** indicating why our court would be competent to receive the testamentary dispositions.

### 3. Fees

- The cost of keeping a living person's will is CHF 200.-, regardless of how long it is kept.
- On death, the will is opened and communicated to all interested parties; opening costs CHF 250 per will and CHF 100.- per supplementary will (codicil).

### 4. Submission of the application

- The will, the form and the other documents to be provided can be sent to the court in 1 copy:
  - **By registered mail**  
Tribunal de protection de l'adulte et de l'enfant,  
Section Justice de paix  
Rue des Glacis-de-Rive 6, Case postale 3950  
1211 Genève 3
  - Or **at the Desk**: Rue des Glacis-de-Rive 6, 1207 Genève from 10h to 13h



## 5. Information

- The estimated processing time for the court is approximately 10 working days.
- All original testamentary dispositions must be filed after the death of the testator. They must be sent to the court even if there is any doubt about their validity or if they have been replaced by more recent dispositions.
- The Notaries practicing in the canton of Geneva who hold testamentary dispositions keep them and communicate them after the death of the testator. Once this formality has been completed, the testamentary dispositions are then sent to the court for safekeeping.
- The heir's certificate is drawn up by a notary at the request of the heirs. If there is a will, it is then probated by the court at the request of the notary. The court is never competent to issue certificates of inheritance.

## 6. If you have any question

- If you have any question about this form, you can contact the Tribunal de protection de l'adulte et de l'enfant (adult and child protection court) at the desk, by telephone or by e-mail.
- The court is not entitled to give legal advice. If you have any legal questions, please contact a notary, a lawyer or a legal advice service.



## Information about the legal heirs Form

This form enables the court to collect information that will be useful for the next stage of the proceedings. It does not constitute a certificate of inheritance.  
It must be completed when the will is filed so that it can be kept at the court until the testator's death.

### Will of:

Family name (s):

Forename(s):

**I declare that the information given below is correct.**

To date, I have,

1. The surviving spouse or registered partner  yes  no  
If yes: .....  
.....  
(please give name, forename, address, telephone number and e-mail address)
2. One surviving child or children  yes  no  
If yes: .....  
.....  
(please give name, forename, address, telephone number and e-mail address)
3. In the event of the death of a child, surviving grandchildren  yes  no  
If yes: .....  
.....  
(please give name, forename, address, telephone number and e-mail address)

***If there is no positive answer to questions 2 and 3:***

4. A surviving mother and father  yes  no  
If yes: .....  
.....  
(please give name, forename, address, telephone number and e-mail address)



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**Tribunal de protection de l'adulte et de l'enfant**

5. In the event of the death of the mother/father, one surviving sister or sisters and one surviving brother or brothers  yes  no

If yes:.....  
.....  
.....  
.....

(please give name, forename, address, telephone number and e-mail address)

6. In the event of the death of sisters and brothers, surviving nieces or nephews  yes  no

If yes:  
.....  
.....  
.....  
.....

(please give name, forename, address, telephone number and e-mail address)

***If there is no positive answer to questions 1 to 6:***

7. Surviving grandparents  yes  no

If yes:  
.....  
.....  
(please give name, forename, address, telephone number and e-mail address)

8. In the event of the death of grandparents, surviving aunts and surviving uncles  yes  no

If yes:  
.....  
.....  
(please give name, forename, address, telephone number and e-mail address)

9. In the event of the death of aunts or uncles, surviving cousins  yes  no

If yes:  
.....  
.....  
.....

(please give name, forename, address, telephone number and e-mail address)

.....

**Place and date:** ..... **Signature:**.....