

RULE 4.2. Citation of Notice to Individuals and Entities

(e) **Form of Notice:** Except as otherwise provided in these Rules or as provided by Act of Assembly, every notice shall contain at least the following information:

- (1) the caption of the case;
- (2) a description of the nature of the proceeding;
- (3) the date, time and place when the matter is to be heard by the Court to the extent then known;
- (4) the name of the decedent, settlor, incompetent or minor, if not disclosed by the caption;
- (5) the names and addresses of all fiduciaries; and
- (6) the name and address of counsel for each fiduciary.

Note: Pennsylvania Rules of Civil Procedure 422, 423 and 424 specify to whom notice shall be given when serving the Commonwealth of Pennsylvania and its subdivisions, partnerships and unincorporated associations, and corporations, respectively.