



Signing a Codicil

A Will is a very formal legal document that has to be signed in a certain way under state law. Since a Codicil is an amendment to a Will, the same signing procedure applies. The following declarations should be made in the presence of the Notary Public and at least two witnesses. The witnesses should not be beneficiaries under the will or codicil. A man making a Codicil to a Will is called a "Testator" and a woman making a Codicil to a Will is called a "Testatrix." After you execute the Codicil the original should be placed with your other legal documents in a safety deposit box or a fire proof cabinet. You should keep a copy in your Document Portfolio.

Before signing

Testator/Testatrix Should Repeat The Following:

"The document before me is a Codicil to my Last Will and Testament. It has been drafted at my direction, has been made without influence from others and is my free and voluntary act. I know what I own and to whom I want to leave it and my Codicil sets out my wishes. I am over 18 years of age and am of sound mind."

Turn the Codicil on its side and sign each page in the margin of the pages where there are not signature lines on the page. Where there are lines for you to sign, sign your full name as it appears in your Will.

To Witnesses:

Please sign on the two pages of the Codicil where there are places for you to sign. Please note that your name should also be printed in the blanks on the next to last page.

After Signing

The Testator/Testatrix And Witnesses Should Raise Their Hand And Repeat The Following:

"I swear to tell the whole truth and nothing but the truth so help me God."

Testator/Testatrix Should Repeat:

"I signed the Codicil in the presence of the witnesses and it was my free and voluntary act."

Witnesses Should Repeat:

"I saw the Testator/Testatrix sign the Codicil and all the signings were done in the same room at the same time."

Following this page is a sample Codicil which will guide you on how to complete the form, and a blank copy for you to complete.

**FIRST CODICIL TO THE
LAST WILL AND TESTAMENT**

OF

JOHN DOE

I, JOHN DOE of CHICAGO,
ILLINOIS, do make, publish and declare this to be the first Codicil to my Last
Will and Testament dated AUGUST 6, 1999.

FIRST:

My Successor Personal Representative listed in ARTICLE THREE of the Will shall be
changed to DONNA DOUGLAS DOE.

SECOND:

My nephew, JAMES BUTLER JONES shall receive a bequest of \$10,000 from my estate
under ARTICLE FIVE of the Will.

IN WITNESS WHEREOF, I, JOHN DOE, have to this first
Codicil of my Last Will and Testament, consisting of three (3) pages, subscribed my name
this 12TH day of JUNE, 2005.

Testator

Subscribed by JOHN DOE, Testator, in the presence of each of us, the
undersigned, and at the same time declared by him to us to be the first Codicil to his Last
Will and Testament, and we thereupon at his request, in his presence and in the presence
of each other sign our names as Witnesses hereto this 12TH day of JUNE,
2005.

WITNESSES:

ADDRESSES:

Name: HARRY HOE

123 SHARPE DR.

CHICAGO, IL 34567

Name: BRENDA BEAL

43 DANIEL ST.

CHICAGO, IL 98765

Name: SAM SNEED

93847 N. HILLSIDE DR.

CHICAGO, IL 14958

STATE OF ILLINOIS)

COUNTY OF COOK)

) ss.

BEFORE ME, the undersigned authority, on this day personally appeared _____ the Testator, and the Witnesses, whose names are subscribed to the annexed or foregoing instrument in their respective capacities, and all of said persons being by me first duly sworn, said Testator, declared to me and to the said Witnesses in my presence that said instrument is the first Codicil to his Last Will and Testament and that he had willingly made and executed it as his free and voluntary act and deed for the purposes therein expressed; and the said Witnesses each on his oath stated to me in the presence and hearing of the said Testator that the said Testator had declared to them that said instrument is the first Codicil to his Last Will and Testament, and that he executed the same as such and wanted each of them to sign it as a Witness; and upon their oaths each Witness stated further that they did sign the same as Witnesses in the presence of the said Testator and at his request, and that said Testator was at the time eighteen (18) years of age or over and was of sound mind.

TESTATOR

WITNESS

WITNESS

WITNESS

Subscribed and acknowledged before me by the said Testatrix, and subscribed and sworn to before me by the said Witnesses, this 12TH day of JUNE, 2005.

SEAL

Notary Public:
My Commission Expires:

SAMPLE

**FIRST CODICIL TO THE
LAST WILL AND TESTAMENT
OF**

I, _____ of _____, do make, publish and declare this to be the first Codicil to my Last Will and Testament dated _____, 20____.

FIRST:

SECOND:

IN WITNESS WHEREOF, I, _____, have to this first Codicil of my Last Will and Testament, consisting of three (3) pages, subscribed my name this _____ day of _____, 20_____.

Testator

TESTATOR

WITNESS

WITNESS

Subscribed and acknowledged before me by the said _____, Testator, and
subscribed and sworn to before me by the said Witnesses, this _____ day of
_____, 20_____.

SEAL

Notary Public:

My Commission Expires: _____