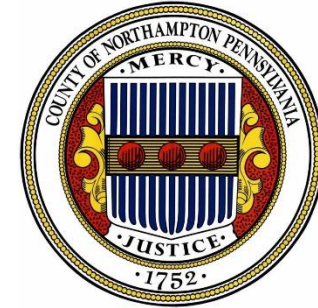


TEMPORARY VIRTUAL PROBATE PROCEEDINGS

(Petitioner must be represented by Counsel – No Pro-se)

The following documents must be emailed prior to scheduling a virtual probate proceeding:

- 1- **Email the below documents** (Email allow us to address any concerns prior to mailing your request):
 - a. Decedent's Will - Submit only if you have the original will in your possession.
 - b. Completed probate petition (Value of the estate and # of Short certificates needed).
 - c. Death Certificate
 - d. Photo ID of those taking oaths and those renouncing.
 - e. Any documents necessary to proceed to open the estate (i.e./ Renunciations / Copies of Death certificates / Affidavits)
 - f. This process **does not apply** to probating a COPY of a will.



- 2- Email the documents to probates@northamptoncounty.org

Send	To...	<input type="checkbox"/> probates@northamptoncounty.org
	Cc...	
	Subject	Estate of Jane Doe

- 3- We will contact you with the fee based on the value of the estate and additional documents (if needed).
- 4- After confirmation from our office, **Mail the Original documents and fee** to:
 - a. Northampton County Court
Register of Wills
669 Washington Street,
Easton, PA 18042.
 - b. Check payable to Register of Wills.
- 5- Attorney and Petitioners must join the videoconference from the remote location.
- 6- The Clerk must be able to see the personal representative and any witnesses sign the petition and oaths.
(Make sure all parties have the Petition in front of them - Do not sign the Petition until we ask you to).
- 7- The attorney is responsible for scheduling the video conference with the Register of Wills, and ensuring that all parties have the ability to connect via **Skype for Business, or Zoom.com**.
- 8- Videoconferences are scheduled **Monday – Friday (From 9:30 AM to 3:30 PM)**.
- 9- After receipt of payment and original documents, a link will be sent to the attorney scheduling the meeting. Letters and Shorts Certificates will be issued and mailed to the attorney.