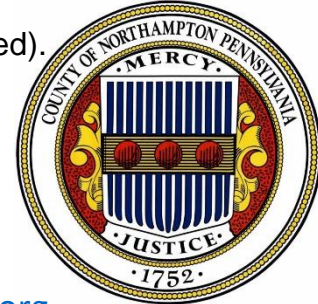


TEMPORARY VIRTUAL PROBATE PROCEEDINGS

The following documents shall 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:**
Michele Gubish mgubish@northamptoncounty.org
Patricia Manento pmanento@northamptoncounty.org
Gina Gibbs ggibbs@northamptoncounty.org

- 3- We will contact you with the fee and any other required documents (If any):
- 4- Attorney and Petitioners must join the videoconference from the remote location (Three way video).
- 5- The Clerk must be able to see the personal representative and any witnesses sign the petition and oaths. **(Do not sign the Petition until we ask you to).**
- 6- 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, Zoom** or any other approved video chat.
- 7- Mail the **Original documents** along with the payment to the Register of Wills office.
Northampton County - Register of Wills Office
669 Washington Street
Easton, PA 18042.
- 8- After receipt of payment, a full review of the physical documents, assuming all are in order, Letters, Shorts and associated documents will be issued and mailed to the attorney.