

VIRTUAL PROBATE

At this time, Attorney representation is required. If you are not represented by an attorney, walk-in appointments are available Monday-Friday 8am to 3pm.. All Virtual Probates will incur a \$125 surcharge for this service.

STEP 1 - Please forward your request for approval and PDF copies of all estate documents to: Louis.DiRenzo@phila.gov and Justin.Graham@phila.gov These documents are:

- a. Death Certificate
- b. Decedent's Will (scanned copy of original will only)
- c. UNSIGNED Completed Petition for Probate (please include estimated value of estate along with number of short certificates needed.)
- d. Valid Photo ID of those being sworn in and those renouncing
- e. Any additional documents necessary to proceed for probate (i.e. Renunciations, corresponding copies of Death Certificates, Affidavits, etc.)

After acceptance and review of the documents requested, a clerk will set an appointment for video conferencing via www.zoom.us, with the attorney of record and personal representative to administer the oath. An attorney or paralegal **MUST** be present on the Zoom call. Failure to appear will result in rescheduling and an additional \$125 for the appointment.

Failure to appear at a scheduled conference without prior notice will also result in an additional \$125 charge if advance notice is not given.

STEP 2 – After the conference, E-FILE probate via www.phila.gov/wills at the Attorney Log-in. Failure to E-FILE will result in delays in processing the estate. It must say IN REVIEW or ACCEPTED to confirm submission.

STEP 3– MAIL VIA USPS CERTIFIED MAIL OVERNIGHT DELIVERY

• All original probate documents • Probate payment (attorney checks only made payable to Register of Wills) • Self-addressed stamped envelope To: Register of Wills Office ATTN: VIRTUAL PROBATE City Hall, Room 180 Philadelphia, PA 19107 After receipt of payment and a full review of the physical documents, Grant of Letters, Short Certificates and associated documents will be issued and mailed to the attorney of record.