

VIRTUAL PROBATE

For the safety of all stakeholders our virtual services require individuals to have video conferencing capabilities by smart device or computer.

Please visit our website <http://secureprod.phila.gov/wills/forms.aspx>
for PDF downloads of all required forms.

INFORMAL CAVEATS WILL BE ACCEPTED BY MAIL ONLY. SKIP TO STEP 3.

At this time, Attorney representation is required. Pro se estates are not eligible for this service.

STEP 1 - Please forward your request for approval of an emergency probate to:

Louis.DiRenzo@phila.gov.

Upon notification of approval for your request, proceed with steps below.

STEP 2 - E-FILE probate via <http://secureprod.phila.gov/wills/lawyerlogin.aspx>

and Email the following documents to: Justin.Graham@phila.gov and

Louis.DiRenzo@phila.gov

- 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. Estate Information Sheet
- e. Valid Photo ID of those being sworn in and those renouncing
- f. 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.

STEP 3 – MAIL VIA USPS CERTIFIED MAIL OVERNIGHT DELIVERY (with tracking)

- All original probate documents
- Probate payment (attorney checks only made payable to Register of Wills)
- Completed Informal Caveat form <http://secureprod.phila.gov/wills/forms.aspx>
- Informal Caveat payment (\$50 Certified check or money order made payable to Register of Wills)
- Self-addressed stamped envelope

To: Register of Wills Office
ATTN: EMERGENCY 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.