

VIRTUAL PROBATE PROCEEDINGS

VIDEO CONFERENCING PROCESS FOR VIRTUAL PROBATE PROCEEDINGS BEFORE THE REGISTER OF WILLS AS AUTHORIZED BY ADMINISTRATIVE ORDER OF THE PRESIDENT JUDGE AND EMERGENCY ORDER OF THE PA SUPREME COURT.

At her discretion, the Register and her staff are authorized, but not required, to use video- conferencing to assist in the issuance of Probating and Granting Letters. This is not a guaranteed service and will be decided on a case-by-case basis. Currently, we are only conducting videoconferences for probate proceedings if a representative resides out of state or is disabled.

The following documents shall be e-mailed PRIOR to a virtual probate proceeding being schedule by the office:

1. E-Mail the documents listed below:
 - a. Decedent's Will – Submit only if you have ORIGINAL.
 - b. Completed probate petition (value of estate and # of Shorts requested).
 - c. Estate Information Sheet.
 - d. Death Certificate.
 - e. Photo ID of those taking oath.
 - f. Any documents necessary to open the estate (i.e., Renunciations, Affidavits).

2. Documents **shall be e-mailed** to the Register:

Anne L. Cooper: acooper@lancastercountypa.gov

3. The attorney's office will be sent a date and time for the videoconference using ZOOM with a link and a passcode. You will be asked to confirm the appointment. You will need a device with a camera, microphone, speakers, and internet access. A smart phone cannot be used. It is the attorney's obligation to notify the representative(s) and any person being administered an Oath of the date and time of the appointment.

4. The **attorney must** participate in the videoconference.

5. The Register/Clerk must be able to see the personal representative and any witnesses sign the petition and oaths. **(No one can sign the Petition until we ask you to do so).** The attorney must sign the Petition in the Entry of Appearance box but need not sign before the Register/Clerk.

6. All **original documents** shall be mailed along with the payment (check) for the filing fee to the Register of Wills' Office, Lancaster County Courthouse, 50 N. Duke St., Lancaster, PA 17602 **AFTER** completion of the videoconference. **ALL** documents must be submitted at one time.

7. Assuming all probate documents are in order, a receipt of payment and Short Certificates will be issued and mailed to the attorney. The attorney **must** provide a SASE and copies of any additional documents to be time-stamped and returned unless the attorney's office or the representative (with photo I.D.) desire to pick up the Short Certificates in our office during normal business hours.