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: Justin.Graham@phila.gov and Jacqueline.Carsello@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.