

**MONROE COUNTY REGISTER OF WILLS**  
**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://www.monroecountypa.gov/Dept/RegWills/Pages/default.aspx>  
for PDF downloads of all required forms.

**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 a virtual probate to:  
[JFerro@monroecountypa.gov](mailto:JFerro@monroecountypa.gov) and [Tcramer@monroecountypa.gov](mailto:Tcramer@monroecountypa.gov)

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

**STEP 2 - E-MAIL** the following documents to: [JFerro@monroecountypa.gov](mailto:JFerro@monroecountypa.gov) and  
[Tcramer@monroecountypa.gov](mailto:Tcramer@monroecountypa.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
- f. Any additional documents necessary to proceed for probate (i.e. Renunciations, corresponding copies of Death Certificates, Affidavits, etc.)
- g. E-mail addresses for Attorney and Petitioner

After acceptance and review of the documents requested, a clerk will set an appointment for video conferencing via [www.zoom.us](http://www.zoom.us) , with the attorney of record and personal representative to administer the oath.

**STEP 3 – MAIL VIA USPS FIRST CLASS MAIL**  
(Priority Mail, UPS or Fedex with tracking is suggested)

- All original **SIGNED** probate documents
- Probate payment (checks made payable to Register of Wills)
- Self-addressed stamped envelope

To: Register of Wills Office  
ATTN: PROBATE DEPARTMENT  
One Quaker Plaza, Room 106  
Stroudsburg, PA 18360

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