

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 and 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 and
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 , 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
610 Monroe Street, Suite 125
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