

**Andrea E. Naugle**

*Lehigh County Courthouse  
455 W. Hamilton Street Room 122  
Allentown, PA 18101-1614*

**Diana L. Dergham**

*Chief Deputy*

**TEMPORARY VIRTUAL PROBATE PROCEEDINGS**

**Effective 3/30/2020**

The following documents shall be emailed prior to scheduling a virtual probate proceeding:

1. Email copies of the below documents:
  - a. Decedent's Will- Submit only if you have the original Will in your possession
  - b. Completed Probate Petition (Value of Estate and number of Short Certificates needed)
  - c. Estate Information Sheet
  - d. Death Certificate
  - e. Photo ID of those being sworn in and those renouncing
  - f. Any documents necessary to proceed to open the estate  
(i.e. Renunciations, Original copies of Death Certificates and Affidavits)
2. Attorney and Petitioner must coordinate video conferencing from their own remote location at the time of the scheduled appointment. **No video conferencing for pro se estates. During this time period, anyone wishing to proceed with Probates shall be represented by counsel.**
3. The Clerk must be able to see personal representative and any witnesses sign the petition and oaths. **(Do not sign the Petition until we ask you to)**
4. The attorney is responsible for scheduling the video conference with the Register of Wills Office by calling 610-782-3170. Appointments will be accepted between the hours of 8:30 A.M.- 11:00 A.M. and 2:00 P.M. - 3:00 P.M. Video conferencing will take place via Zoom.com.
5. Documents shall be emailed to:
  - Shannan Ianovalle- [shannanianovale@lehighcounty.org](mailto:shannanianovale@lehighcounty.org)
  - Kelly Remer- [kellyremer@lehighcounty.org](mailto:kellyremer@lehighcounty.org)
  - Devon Godshall- [devongodshall@lehighcounty.org](mailto:devongodshall@lehighcounty.org)
  - Erich Lenz- [erichlenz@lehighcounty.org](mailto:erichlenz@lehighcounty.org)
  - Diana Dergham- [dianadergham@lehighcounty.org](mailto:dianadergham@lehighcounty.org)
6. All Original documents shall be mailed along with the payment to the Register of Wills.
7. 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.