

# *Lehigh County Clerk of Judicial Records*

# *Register of Wills Division*

(610) 782-3170

**Andrea E. Naugle**

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

*Diana L. Dergham  
Chief Deputy*

## VIRTUAL PROBATE PROCEEDINGS

Effective 3/30/2020 (Updated 1/21)

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

1. Email all of the below documents in one email. Probates will not be scheduled until all documents are provided.
  - 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. Death Certificate
  - d. Photo ID (name on photo ID or Will should match name on Petition) of those taking oaths and those renouncing.
  - e. Any documents necessary to proceed to open the estate  
(i.e./ Renunciations/ Original copies of Death Certificates/ Affidavits)
2. Attorney and client must be present at the same time but can be at separate locations.  
**No video conferencing for pro se estates.**
3. The Clerk must be able to see personal representative and any witnesses sign the petition and oaths. **(Do not sign the Petition until you are directed to do so)**
4. The attorney is responsible for scheduling the video conference with the Register of Wills office by calling 610-782-3170 once the proposed documents have been approved.. 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. Video Conference procedure will be explained at the time attorney schedules the appointment.
5. Documents shall be emailed to:  
[willsprobate@lehighcounty.org](mailto:willsprobate@lehighcounty.org)
6. All Original documents and payment shall be mailed or dropped off to the Register of Wills **AFTER THE COMPLETION OF THE APPOINTMENT. IT IS NECESSARY TO MAIL/DELIVER ALL ORIGINAL DOCUMENTS IN ONE ENVELOPE. Please do not** mail partial probate documents 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.