

# *Lehigh County Clerk of Judicial Records*

## Register of Wills Division

(610) 782-3170

### **Michelle Graupner**

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

*Diana L. Dergham  
Chief Deputy*

*Shannan Ianovale  
Asst. Chief Deputy*

### **PROBATE PROCEEDINGS**

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

1. Email all of the 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 and Affidavits)
2. If choosing Virtual Probate the Attorney must be present. The attorney and clients may be in separate locations at the same time.  
**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. After completion of the Virtual Probate appointment, probate documents MUST be filed electronically at <https://pennsylvania.tylertech.cloud/ofswb>. Register of Wills filing guidelines can be found on the OFS home page under the Self Help Section.
7. The Original Will shall be mailed or dropped off to the Register of Wills AFTER THE COMPLETION OF THE APPOINTMENT. After review of the original Will; Grant of Letters, and Short Certificates will be issued.