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Register of Wills & Clerk of Orphans' Court
1 Courthouse Square, Suite 102
Carlisle, PA 17013



INSTRUCTIONS FOR PROBATE THROUGH THE USE OF VIDEO CONFERENCING

At her discretion, the Register of Will or her staff is authorized, but not required to use video conferencing (VC) or other electronic measures to facilitate probate during the COVID-19 Pandemic per Administrative Order from the Cumberland County President Judge and Emergency Order of the PA Supreme Court.

The petitioner must have the ability to scan, e-mail, and print documents and have technology to accept and communicate by video call, such as a smartphone, personal computer, or tablet. Cumberland County uses Zoom.

In order to proceed by video conferencing, the following steps must be taken:

1. The following documents shall be sent in advance of scheduling the VC:
 - a. Completed Probate Petition (second page should not be signed)
 - b. Copy of the decedent's Will, if one exists
 - c. Copy of Death Certificate
 - d. Any other documents necessary to open the estate (i.e. renunciations or witness oaths)
 - e. Photo ID of the person executing the oath of personal representative or witness
 - f. Phone numbers and e-mail addresses for the attorney and petitioner.
2. When the documents are received, they will be carefully reviewed to ensure compliance. Once all requirements are met, the Register of Wills or her Deputy will contact the attorney/petitioner to schedule the VC.
3. Invitations to the VC will be emailed to participants with the meeting.
4. During the video conference, the petitioner must show identification. Petitioner must also be able to orient their camera so that it is possible for the Register or Deputy to view the person and document as they swear or affirm their oath and sign the petition.
5. Original documents, self-addressed return envelopes, and payment of probate fees shall be mailed to the Register's Office. No additional fee will be associated with this service during the declared emergency.
6. After a final review of the physical documents confirming all requirements are met, Grant of Letters and Short Certificates will be issued and mailed to the attorney/petitioner.

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