VIRTUAL PROBATE PROCESS

Those wishing to schedule a virtual probate should following the process below:

1. Please email all documents ahead of time to the Register of Wills at [wwelfley@perryco.org](mailto:wwelfley@perryco.org)

Required documents are the Will, Codicil (if applicable), Petition for Grant of Letters, any Oaths of Subscribing or Non-Subscribing Witnesses, any Renunciations, Death Certificate and a copy of identification for all individuals being sworn in at time of Virtual Process. (Note: When submitting your petition, please make sure that the asset information is complete on page 1 and that on page 2 the number of short certificates needed is listed)

1. Once the documents are received, they will be reviewed and you will then receive a confirmation email back indicating that the documents have been reviewed, it will provide a probate fee along with open virtual probate appointments. If there is a certain date and time that works best for the parties, please provide that to this office when you first email your documents to us. We will certainly try to accommodate those requests as much as possible.
2. When the appointment for the virtual probate has been confirmed, a meeting link will be sent via email to the party requesting the virtual probate with the date and time along with a link to click on for the actual virtual swearing in. Please make sure that you provide an accurate email for the meeting link to be sent.
3. The virtual probate meeting will be initiated by the Register and you will be required to be admitted to the Virtual Probate by the Register. Please follow the prompts on the screen to join the virtual probate to ensure that the audio and video are both working for the virtual meeting.
4. Once the virtual probate is complete, the original documents must be submitted to our office along with the probate for final processing. Once the paperwork is processed, all Estate paperwork will be mailed to the filing party.