

MONROE COUNTY REGISTER OF WILLS
PROBATE INSTRUCTIONS

For the safety of all stakeholders our virtual services require individuals to have video conferencing capabilities by smart device or computer.

Please visit our website for PDF downloads of all required forms
https://www.monroecountypa.gov/departments/register-of-wills/resources/documents_forms

At this time, Attorney representation is required for virtual probate.
Pro se estates are not eligible for this service.

STEP 1 - Please forward your request for approval of a virtual or in person probate to:
Tcramer@monroecountypa.gov

Upon e-mail notification of approval for your request, proceed with steps below.

STEP 2 - E-MAIL the following documents to: Tcramer@monroecountypa.gov

- a. Death Certificate
- b. Decedent's Will (scanned copy of **original will** only)
- c. **UNSIGNED** Completed Petition for Grant of Letters (please include estimated value of estate along with number of short certificates needed.)
- d. Estate Information Sheet
- e. Valid Photo ID of those being sworn in
- f. Any additional documents necessary to proceed for probate (i.e. Renunciations, corresponding copies of Death Certificates, Affidavits, etc.)
- g. E-mail addresses for Petitioner and Attorney (for virtual probates)

After acceptance and review of the documents requested, a clerk will set a VIRTUAL appointment or IN PERSON appointment to administer the oath.

All Pro Se Petitioners must bring all original documents with them at the time of their IN PERSON Appointment.

STEP 3 – FOR VIRTUAL PROBATES
MAIL VIA USPS FIRST CLASS MAIL
(Priority Mail, UPS or Fedex with tracking is suggested)

- All original **SIGNED** probate documents
- Probate payment (checks made payable to Register of Wills)
- Self-addressed stamped envelope

To: Register of Wills Office
ATTN: PROBATE DEPARTMENT
One Quaker Plaza, Room 106
Stroudsburg, PA 18360

Telephone Number: (570) 517-3359

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 of record