

# MONROE COUNTY REGISTER OF WILLS

## PROBATE INSTRUCTIONS

Please visit our website for PDF downloads of all required forms

[https://www.monroecountypa.gov/departments/register-of-wills/resources/documents\\_forms](https://www.monroecountypa.gov/departments/register-of-wills/resources/documents_forms)

Currently, Attorney representation is required for virtual probate. Please be sure you have access to a smart phone or computer with a camera if you are interested in taking advantage of virtual probate with your attorney.

### IF YOU DO NOT HAVE AN ATTORNEY, YOU ARE NOT ELIGIBLE FOR A VIRTUAL APPOINTMENT

Please forward your request for approval of a virtual or in person probate to: [probate@monroecountypa.gov](mailto:probate@monroecountypa.gov). Once approved, you will receive an emailed request for the following documents:

1. Death Certificate
2. Decedent's Will (scanned copy of **original will** only)
3. **UNSIGNED** Completed Petition for Grant of Letters (please include estimated value of estate along with number of short certificates needed.)
4. Estate Information Sheet
5. Valid Photo ID of those being sworn in
6. Any additional documents necessary to proceed for probate (i.e. Renunciations, corresponding copies of Death Certificates, Affidavits, etc.)
7. 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 original documents MUST be submitted to our office. Pro Se Petitioners or those choosing an IN-PERSON appointment must bring all original documents and payment (checks made payable to the Register of Wills) with them at the time of their Appointment.

For virtual probates, please drop off the following documents at our office or mail via USPS first class mail (Priority Mail, UPS or FedEx with tracking is suggested)

- All original **SIGNED** probate documents
- Any original documents that were previously scanned to the office
- Probate payment (checks made payable to Register of Wills)
- Self-addressed stamped envelope for return of the documents

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

Telephone Number: (570) 517-3347

Once original documents and payment are received and processed, the Grant of Letters, Short Certificates and associated documents will be issued and mailed to the attorney on record, if represented or returned in the Self-Addressed stamped envelope provided.