

Allegheny County, Department of Court Records

Allegheny County Department of Court Records (DCR) Probate section is now offering Video Conferencing for Administration of Oaths before the Register.

Instructions for using video conferencing:

1. Only attorney/attorney' staff can request to schedule a video conference (NO self-representatives)
2. The Petitioner/Attorney MUST have a valid email address and phone number.
3. The Petitioner/Attorney MUST have internet access and a computer/laptop/ipad/mobile device with a video camera to accept video conferences.
4. Video conferences will be completed through [Microsoft Teams](#).
5. Both Attorney and Petitioner MUST participate in the video conference.
6. Both Attorney and Petitioner MUST be physically located in the same place during the video conference.
7. The Attorney for the Estate must submit (in-person/mail) the following documents prior to the video conference:
 - a. Copy of the [Petition for Probate and Grant of Letters / Oath of Personal Representative](#)
 - b. Copy of the Death Certificate
 - c. **ORIGINAL and a Copy of the Decedent's Will**
 - d. Any other original documents necessary relating to the probate (renunciation, affidavits, etc.)
 - e. Copy of Photo ID for the Petitioner (Only government issued photo ID)
 - f. Copy of Photo ID and License to Practice for the Attorney (Only government issued photo ID)
 - g. Tentative interview dates (must be within 10 business days after submitting documents) for the video conference and appointment scheduling will be on a first come first served basis
8. The Probate Clerk will review all documents, if everything is in order, the clerk will contact the attorney to set up the date and time for the video conference. If additional documents are required, the attorney will be notified.
9. During the video conference, the clerk administering the oath MUST be able to view the Petitioner signing the original Petition for Probate.
10. After the video conference, the original petition MUST be submitted to the DCR Wills/Orphans' Court Division by the attorney within five (5) business days, along with all fees.

Interview Process using Video Conference

1. If any participant is unable to attend, the video conference will be cancelled/rescheduled.
2. Video conferences will be recorded for training and quality purposes.
3. At the time of the video conference, you will need to provide all necessary information and ORIGINAL documents when requested.

For questions, please call 412-350-4195 or email dcrprobate@alleghenycounty.us