COUNTY OF ALLEGHENY

SARA INNAMORATO
COUNTY EXECUTIVE

ALLEGHENY COUNTY DEPARTMENT OF COURT RECORDS

Allegheny County Department of Court Records (DCR) Probate Section offers Video Conferencing for Administration of Oaths before the Register.

Instructions for using Video Conferencing:

1. Only Attorney/Attorney's Staff can request to schedule a Video Conference (**No Self-Representatives**).
2. The Petitioner and Attorney **MUST** have a valid e-mail address and telephone number.
3. The Petitioner and Attorney **MUST** have internet access and a desktop computer, laptop, or iPad mobile device with a video camera to accept video conferences.
4. Video conferences are completed through **Microsoft Teams**.
5. Both the Attorney and Petitioner **MUST** participate in the Video Conference.
6. The Attorney and Petitioner **DO NOT** have to 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 scheduling the video conference:**
    - **a.** Copy of the Petition for Probate and Grant of Letters/Oath of Personal Representative. **(Original Petition for Probate Application must be forwarded to the Petitioner before the virtual appointment to be signed in front of the Probate Clerk during the Video Conference).**
    - b. Copy of the **Death Certificate**
    - c. **Submit Decedent's Original Will** and **One Photocopy.**
    - d. All required Renunciations, Bonds, Affidavits, and any other original documents necessary relating to the probate of the Estate. (**Must be submitted before virtual appointment is scheduled**).
    - e. Copy of **Photo ID** for the Petitioner (Only Government Issued Photo ID accepted)
    - f. Copy of **Photo ID** for the Attorney & Copy of License to Practice (**S. Ct. ID Card**).
    - **g.** Tentative interview dates must be within 10 business days after submitting documents for the video conference to be scheduled (scheduling will be on a first come first served basis) **Please allow schedulers ample time to review documents and schedule appointments.**
    - h. Virtual Appointments are scheduled 9:00, 9:30, 10:00, 10:30 am, and 3:00, 3:30 pm **only.**
8. The Probate Clerk will review all documents, and if everything is in order the clerk will contact the attorney to schedule the date and time for the Video Conference. If additional documents are required, the attorney will be notified. The DCR **does not hold paperwork,** and any virtual appointment request received without all required documents **will be returned to sender**.
9. During the Video Conference the clerk administering the Oath **MUST** be able to view the Petitioner signing the Original Petition for Probate Application.
10. After the Video Conference has been completed, the Original Signed Petition and filing fee(s) **MUST** be submitted to the DCR Wills/Orphans' Court Division by the attorney within five (5) business days.

Interview Process Using Video Conference

1. If any participant is unable to attend, the Video Conference the appointment will be cancelled and rescheduled.
2. Video Conferences will be recorded for training and quality purposes.

For questions, please call 412-350-4195 or 4186 or email dcrprobate@alleghenycounty.us

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