

Butler County Virtual Probate Process and Procedures

- 1. NO Pro Se probate will be handled via video conferencing. All individuals seeking to open an estate must be represented by an attorney who is licensed to practice in the Commonwealth of Pennsylvania.**
- 2. The following must be transmitted electronically in advance: Petition for Grant of Letters, UNSIGNED; copy of the Will, if applicable; copy of the Death Certificate; any other documents relating to probate; copy of the photo ID for those taking the oath; phone numbers and email addresses of the attorney and Petitioner(s). Please email these documents to sedwards@co.butler.pa.us.**
- 3. A staff member will review the documents, and if everything is in order, will contact the attorney and Petitioner(s) to set up the date and time for the Zoom meeting. Both the attorney and the Petitioner(s) MUST participate in the Zoom meeting.**
- 4. An email invitation will be sent to the parties once the date and time is set.**
- 5. During the Zoom meeting, the person administering the oath must be able to clearly view the Petitioner(s). We give the oath and must see the Petitioner(s) sign the petition.**
- 6. After the Zoom meeting, the ORIGINAL documents along with payment are mailed to the Register of Wills' office. As usual, we will collect the payment for the Butler County Legal Journal; the attorney and/or Petitioner(s) will be responsible for advertising in the Butler Eagle or other newspaper.**
- 7. The original documents and payment will be processed, and Letters and Short Certificates will be mailed to the attorney.**

You will need to have Zoom.us enabled on the device you will be using.