

## TEMPORARY PROBATE PROCEEDINGS

We are asking that the following documents be emailed prior to scheduling an appointment to probate, whether in person or via Zoom:

1. Completed petition for grant of letters (with the value of the estate and the number of short certificates you're requesting)
2. Death certificate
3. Decedent's Will - submit only if you have the original will in your possession.
4. Estate information sheet
5. Photo ID of those taking oaths and those renouncing
6. Any other documents necessary to proceed to open the estate (i.e. renunciations/ copies of death certificates/ affidavits)

Email all documents to **RegisterOfWills@carboncourts.com** and we will contact you with the fee and to schedule your appointment.

\*\*If you are requesting a Zoom conference, the attorney is responsible for confirming a date and time with us. They also will need to set up the Zoom conference and ensure all parties have access to the videoconference. We must be able to see the personal representative(s) and any witnesses sign the petition and oaths. After the videoconference has been completed, we will need the original documents along with the payment to be mailed or dropped off at our office. We are located in the main courthouse at 4 Broadway, Jim Thorpe, PA 18229. Checks need to be written out to "Register of Wills" and also include a self-addressed, stamped envelope. After receipt of payment and a full review of the physical documents, assuming all are in order, letters, shorts, and associated documents will be issued and mailed to the attorney.

*Thank you*