



## **Delaware County Register of Wills- Probate Appointment Process**

📢 Delco ROW is accepting and In-person 👤 and Virtual 💻 probate meetings by appointment only 📅

✅ **To book an IN-PERSON appointment** call our Front Desk at 610-891-4110

★ No need to email or send documents over ahead of time ★

Bring all **original** documents to your scheduled appointment

😬 What do I need to bring to my in-person probate appointment?

On the date/time of your scheduled appointment please bring in:

📌 Original Death Certificate

📌 Original Will if there is one

📌 Photo ID of personal rep(s)

📌 any pertinent original witness affidavits, original renunciations etc.

📌 payment of probate fee (check, credit or debit card-NO CASH)

📌 Petition for Grant of Letters which you can pre-enter here: <https://www.delcopa.gov/row/online.html>

OR print out and fill out a “paper Petition for Probate” which can be found here:

<https://delcopa.gov/row/forms.html>

✅ Advantage of probating in-person: If you have all documents needed to complete the probate appointment you will leave with the Certificate of Grant of Letters and Short Certificates

**Rachel Ezzell Berry, Esquire**

*Register of Wills & Clerk of Orphans' Court*

<https://delcopa.gov/row>



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### **✓ To book a VIRTUAL probate appointment**

email [Probate@co.delaware.pa.us](mailto:Probate@co.delaware.pa.us) all probate documents to be reviewed & scheduled

🤔 What probate documents do I need to Email over?

📌 Original Death Certificate

📌 Original Will if there is one

📌 Photo ID of personal rep(s)

📌 any pertinent Original Witness Affidavits, Original Renunciations etc.

📌 Petition for Grant of Letters which you can pre-enter here: <https://www.delcopa.gov/row/online.html>

OR print out and email over a “paper Petition for Probate” which can be found here:

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📌 Your documents will be reviewed and then you will be scheduled for your virtual probate appointment and sent a Microsoft Teams invitation.

📌 On the date/time of your virtual appointment you will connect via **Microsoft Teams** with a probate clerk.

★ You will need a computer, laptop or smart phone with audio & visual capabilities and a working printer ★

📌 Following your virtual appointment, you will submit to the ROW office all original documents and payment for the probate fee.

📌 Once received and processed by the probate clerk in the ROW office you will receive your Grant of Letters and short certificates via mail.

✓ While the virtual process may be a bit longer, this option is ideal for out of state personal representatives and for those who may not want to physically appear in the ROW office.

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