

PROBATE APPOINTMENT INFORMATION GUIDE

This document does NOT constitute legal advice. Please consult an attorney with any questions specific to your situation.

*** You must go through the probate process in the county the decedent resided in when they passed away (it will say this on the death certificate) ***

If the decedent resided in Delaware County when they passed, please proceed with the probate process in Delaware County.

To book an in-person appointment:

Call our office at **610-891-4400**

Bring the following documents:

- ☐ Original death certificate (NOT a photocopy)
 - ☐ Original will (if there is one)
 - ☐ Any pertinent oath of subscribing/non-subscribing witness affidavits, original renunciations, codicils etc.
 - ☐ Bond document (only necessary if the administrator is not a PA resident or the would-be administrator is under 18)
 - ☐ Government-issued Photo ID of the Personal Representative
 - ☐ Payment by Check/Money Order or Credit Card (3% administrative fee applies) **NO CASH**
 - ☐ Complete the Online Pre-Entry for Probate (this is not mandatory but will speed up your appointment by giving us your basic information ahead of time)
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Do NOT submit materials in advance of your in-person appointment

Why you should probate in person:

If you have all the documents needed for the probate appointment, you will leave with the Certificate of Grant of Letters and Short Certificates.



Delaware County Register of Wills and Clerk
of the Orphans Court

Vincent A. Rongione, Esq.

To book an online probate appointment:

Email **probate@co.delaware.pa.us** and include the following documents as part of a single email:

- ☐ Original death certificate (NOT a photocopy)
 - ☐ Original will (if there is one)
 - ☐ Any pertinent oath of subscribing/non-subscribing witness affidavits, original renunciations, etc.
 - ☐ Bond document (only necessary if the administrator is not a PA resident or the would-be administrator is under 18)
 - ☐ Government-issued Photo ID of the Personal Representative
 - ☐ Payment by Check/Money Order
 - ☐ Complete the Online Pre-Entry for Probate (this is not mandatory but will speed up your appointment by giving us your basic information ahead of time)
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Your documents will then be reviewed, and you will be scheduled for a virtual appointment via Microsoft Teams.

To participate in the appointment, you will need a computer, laptop or smart phone with audio + visual capabilities and a working printer

After your appointment, you will submit all original documents and payment to our office. Once received and processed, your Certificate of Grant of Letters and Short Certificates will be sent by mail or as discussed in the appointment.

Why you should probate online:

While it may take longer, it is ideal for out of state personal representatives and those who don't want to physically appear in our office.



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