

PENNSYLVANIA
REGISTER OF WILLS & CLERKS OF ORPHANS' COURT
ASSOCIATION

April 2015

The Committee establishes the following guidelines for the use of Video by Register of Wills:

**VIDEO CONFERENCING FOR ADMINISTRATION OF OATHS BEFORE
THE REGISTER**

- 1 Court approval to begin video conferencing is not needed. No Supreme Court Rules or laws dictating the use of video conferencing so no approval necessary.
- 2 Request for Video Conferencing should begin with four (4) sets of documents:
 - a. a copy of the petition & oath as well as any other documents for the estate
 - b. original Death Certificate
 - c. Letter from the attorney as to why a Video Conference is necessary for administering the oath
 - d. Photo ID
- 3 Attorney must be present. If the personal representative is out of state, the attorney must be present in the register's office for the oath and signing of the petition.
- 4 Photo ID needed for personal representative and must be able to see them actually sign the petition.
- 5 No video conferencing for pro se estates.
- 6 Any fee associated with this service needs President Judge approval.
- 7 The attorney is responsible for scheduling the video conference with the register.
- 8 Original documents mailed to office or attorney and a full comparison is done with copies first sent before letters are issued.

Guidelines as established at Spring Conference April 14 & 15, 2015

Committee Members:

Mary Ann Bennis – Chair

David Cleaver – Solicitor

Stacey Zerbe – Assoc. President

Jinny Cooper – Huntingdon

Fran Kovaleski - Lakawanna