

**BEAVER COUNTY  
REGISTER OF WILLS/ORPHANS COURT OFFICE**

**We are happy to help you, but we are operating under some new temporary restraints.**

1. We ask that you continue to try and do business with this office by Mail/Fedex/UPS or the Drop Box at the Courthouse entrance AND/OR Virtual when requirements are met. This minimizes the exposure to yourself and to our office personnel.
- 2. APPOINTMENTS ARE NEEDED FOR MARRIAGE LICENSE AND NEW ESTATE PROBATES. PLEASE CALL THE OFFICE FOR AN APPOINTMENT PRIOR TO COMING TO THE COURTHOUSE.**
3. We will permit 3 customers inside the office at a time. If we are helping someone, you are asked to wait in the hallway outside of our office until the current transaction is completed and those parties leave our office.
4. If you are here to perform research, we will permit you in, as long as you are following the **THREE** customer rule at that time. (#3)
  - We are going to permit the use of 1 public terminal in order to maintain safe distance between individuals. We ask that you please respect this and try to maintain at least a six (6) foot separation between yourself and anyone else in the public area.
  - Please let one of our employees know when you are finished so we can wipe down the area for the next user.
  - If you need to use the physical books or microfilm/fish please ask a staff member for assistance.
  - Please wear a mask while you are inside the Register / Orphans Office, we will also wear our masks when we are dealing with you.

**Again, thank you very much for your patience as we move forward in gradual re-opening of the Beaver County Courthouse. Any questions please contact the office at (724)770-4550.**

**Tracey Antoline-Patton  
Register of Wills & Clerk of Orphans' Court**

# BEAVER COUNTY REGISTER OF WILLS OFFICE

## TRACEY ANTOLINE-PATTON

Video Conferencing process for **Virtual Probate Proceedings** before the Register of Wills as authorized by Administrative order of the President Judge and Emergency order of the PA Supreme Court

At her discretion, the Register of Wills or her staff is authorized, but not required to use video conferencing and other technology to assist in the issuance of Probating and Granting Letters. The petitioner must have the ability to scan, e-mail, and print documents and have any technology to accept and communicate by video call, such as a smartphone or personal computer. Beaver County Register of Wills uses SKYPE.

**In order to proceed by video conferencing the following steps must be taken:**

1. Before an estate is scheduled for video conferencing, a phone call to the Register of Wills Office (724) 770-4549 shall be placed by the petitioning attorney. This phone call will determine if the probate can wait or shall proceed by video conferencing.
2. In order to proceed by video conferencing, the following documents shall be transmitted electronically in advance of scheduling a Virtual Probate Proceeding:
  - a. Completed Probate Petition (second page should not be signed)
  - b. Copy of the decedent's Will, if one exists
  - c. Copy of Death Certificate
  - d. Any other necessary documents/including-Renunciations, oaths of witnesses, bond if required, ETC.
  - e. Photo ID of those taking oaths
  - f. Email address for attorney
3. Once documents are received, they will carefully be reviewed and determined if all documents are accurate to complete the estate and proceed to virtual probate proceeding. The Register of Wills, Chief Deputy or Clerk will contact the attorney with the determination, and proposed time and date of virtual probate proceeding. The video conference appointment via SKYPE.
4. During virtual probate, both attorney and petitioner must participate. Petitioner must show identification and all other documentation that was previously submitted. Petitioner must also be able to orient their camera so that it is possible for the Clerk to view the person and documents as they take their oath and sign the petition.
5. After virtual probate, All Original Documents such as, original will, original death certificate, the signed original petition, and any other documents needed to complete probate, along with **Payment** by check or money order (credit cards also accepted over the phone with a 3% service fee) **AND a Self Addressed Stamped Envelope**, shall be placed in the Register of Wills & Clerk of Orphans' Court drop box located in the front entrance corridor of the Beaver County Courthouse: TRACEY ANTOLINE-PATTON, Register of Wills, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009.
6. After a full and final review of the physical documents, and assuming all are in order, the Letters, Short Certificates and associated documents will be issued and mailed to the attorney in the SASE they enclose.

*Beaver County  
Register of Wills & Clerk of Orphans' Court  
810 Third Street  
Beaver, PA 15009*

**BEAVER COUNTY CLERK OF THE ORPHANS' COURT**  
**TRACEY ANTOLINE-PATTON**

Video Conferencing process for Virtual Marriage License Applications before the Clerk of the Orphans' Court as authorized by Administrative order of the President Judge and Emergency order of the PA Supreme Court

At her discretion, the Clerk of the Orphans' Court or her staff is authorized, but not required to use video conferencing and other technology to assist in the issuance of marriage licenses. *This is not a guaranteed service and will be decided on a case by case basis and is reserved for residents of Beaver County.* The couple must have the ability to scan, e-mail, and print documents and have any technology to accept and communicate by video call, such as a smartphone or personal computer. Beaver County Clerk of Orphans' Court uses SKYPE.

**In order to proceed by video conferencing the following steps must be taken:**

1. Call the Office at (724) 770-4549 to go over procedures and set up appointment.
2. Photo identification must be presented by both applicants. Drivers License, state issued ID or Passport are acceptable forms of identification.
3. If married previously, each applicant must present their Certified Divorce Decree from their most recent marriage or have a copy of death certificate of their late spouse. If the applicants name on the presented identification does not match the name on the divorce decree, proof of name change is required. **ALL THESE ARE DUE AT TIME OF VIDEO CONFERENCE.**
4. Both applicants must be present during the video conference. Through the camera each applicant must show their identification and any of the documentation needed above. **AFTER QUESTIONS ARE ANSWERED – APPLICANTS WILL BE EMAILED THE APPLICATION AND WILL HAVE TO BE ABLE TO PRINT IT, REVIEW AND SIGN IT, WHILE ON THE CONFERENCE CALL WITH THE CLERK.**
5. They must also be able to orient their camera so that it is possible for the office representative to view them taking their oath and signing their printed application.
6. The fee for the application must be paid by credit card at the conclusion of the video conference. The fee is \$71.00 plus a credit card fee of 3% ( \$2.13 ) = **\$73.13**
7. The couple must then put their original application in the Register of Wills & Clerk of Orphans' Court drop box located in the front entrance corridor of the Beaver County Courthouse: TRACEY ANTOLINE-PATTON Beaver County Courthouse, 810 Third Street, Beaver, PA 15009.
8. Once the completed application is received, the Clerk of Orphans' Court or her staff will issue the Marriage License. The Marriage license is valid after a three-day waiting period from the date it was issued. The Marriage License is valid for sixty days.

*Beaver County*  
*Register of Wills & Clerk of Orphans' Court*  
*810 Third Street*  
*Beaver, PA 15009*