

Probate Application Processing by Video

1. Complete the probate application:
<https://www.norfolkcircuitcourt.us/wp-content/uploads/2018/05/APPLICATION-FOR-PROBATE-APPOINTMENT.pdf>
2. If there is a will, you will need to mail the original will along with the completed probate application and the death certificate to this office prior to setting your video appointment.
3. Send the completed and signed application along with a copy of both parties id to probate710@circuitcourtnva.us or mail it along with the will, if there is one.
4. Include your preferred email address for communications
5. Once the Clerk's office receives the application, will and death certificate, we will process and mail you the documents that will need to be signed before a Clerk during your video calls. The Clerk's Office staff will send you a link to a video call
6. The video call will include:
 - a. the parties viewable on camera
 - b. Holding your ID up to the camera so that we can verify you against the documents presented
 - c. Swearing your oath
 - d. You will need to have a valid credit card to complete the payment of fees
7. Once the above steps are completed, you will mail all original documents signed during your video call to this office at Norfolk Circuit Court Attn: Probate, 150 St. Paul's Blvd. 7th Floor, Norfolk, VA 23510.
8. Upon receiving original signed documents, we will issue and mail out to you your Qualification Certificates and probate package.
9. If you do not have access to a camera on your laptop/ computer or phone, you will have to schedule an appointment after March 31, 2020, providing the closure of city offices is lifted.