

## COVID-19 Probate Division Operations

- The Probate Clerk's Office is operating remotely and remains closed for in-person filings, until further notice.
  - The following matters will be accepted for filing:
    - 21-day Emergency Guardian Petitions (D.C. Code § 21-2046(b)).
    - Provisional Guardian Petitions (D.C. Code § 21-2046(d)).
  - 90-day Health-Care Guardian Petitions (D.C. Code § 21-2046(c)).
  - Petitions for General Proceedings (D.C. Code § 21-2041).
  
- Filing Procedures:
  - **21-day Emergency Guardian Petitions** should be emailed to the Probate Clerk's Office for case initiation using the following address: [ProbateEmergencyFilings@dcsc.gov](mailto:ProbateEmergencyFilings@dcsc.gov).
    - Subject line should include the subject's name and 21-day Temporary Guardian. Example: Jane Doe – 21-day Temporary Guardian.
    - Notary may be replaced by the following Certification: *"I declare under penalty of perjury that the foregoing statements are true and correct to the best of my information, knowledge and belief. Executed on \_\_\_\_\_, 20\_\_."*
    - E-signature is acceptable.
    - The emailed documents should include the petition, medical information and email addresses and telephone numbers for all parties.
  - **Provisional Guardian Petitions** (D.C. Code § 21-2046(d)) should be e-filed.
  - **90-day Health-Care Guardian Petitions** should be emailed to the Probate Clerk's Office for case initiation using the following address: [ProbateFilings@dcsc.gov](mailto:ProbateFilings@dcsc.gov).
    - Subject line should include the subject's name and 90-day Health-Care Guardian. Example: Jane Doe – 90-day Health-Care Guardian.
    - Notary may be replaced by the following Certification: *"I declare under penalty of perjury that the foregoing statements are true and correct to the best of my information, knowledge and belief. Executed on \_\_\_\_\_, 20\_\_."*
    - E-signature is acceptable.
    - The emailed documents should include the petition, two certifications of incapacity in compliance with D.C. Code § 21-2204, evidence of service, and email addresses and telephone numbers for all parties.
  
  - **Filing by Telephone** – Filers with no access to email or the internet may call the Probate Emergency Filing Telephone Line: **202-879-9436** and leave a message with the following information:
    - Name of person/subject
    - Location of subject, e.g., name of hospital, home address
    - Caller's name, including spelling
    - Phone number
    - Email address
    - Nature of emergency, if 21-day; health-care needs, if 90-day

- ***Petitions for a General Proceeding*** should be emailed to the Probate Clerk’s Office for case initiation using the following address: [ProbateFilings@dcsc.gov](mailto:ProbateFilings@dcsc.gov) or mailed to Probate Division, 515 5<sup>th</sup> Street, NW, Washington, DC 20001.  
Attn: Probate Clerk’s Office.
  - Subject line should include the subject’s name and Petition for a General Proceeding. Example: Jane Doe – Petition for a General Proceeding.
  - Notary may be replaced by the following Certification: *“I declare under penalty of perjury that the foregoing statements are true and correct to the best of my information, knowledge and belief. Executed on \_\_\_\_\_, 20\_\_.”*
  - E-signature is acceptable.
  - The emailed documents should include the petition, a report consistent with DC Code § 21-2041(d), unless the petition seeks appointment of an examiner, and email addresses and phone numbers for all parties.
  - Petitioner must serve the petition upon the Subject and interested persons in compliance with D.C. Code § 21-2041 and D.C. Code § 21-2042.
  - Date and time of initial hearing will be set by the case-assigned Judge, not the Probate Clerk’s Office.
  - Judges’ Chambers will contact parties with a notification of the Judge’s Order of Appointment, which will include the date and time of hearing and the name(s) of court-appointed counsel, guardian ad litem, visitor, and/or examiner.
  - Remote hearings will be conducted through WebEx. Judge’s Chambers will provide an instruction sheet advising parties of the call-in process.
  - The Courtroom Clerk will conduct a roll call to confirm the presence of each party. Parties should place their telephones/computers on mute until addressed by the Judge. All parties should plan to be present on the telephone line 15 minutes prior to the scheduled hearing.
  - Remote hearings will be recorded.
  - Judge’s Chambers will contact an interpreter if one is required; however, parties must give Chambers a minimum of 5 business days’ notice of the need for an interpreter, including identifying who needs the interpreter and what language is requested.
  - Parties should submit a proposed order to the Judge’s Chambers, including a Firearms Restriction Form.
  - If the matter cannot be resolved at the initial hearing, the Court may require that parties attend a mediation session. Trials will not occur until the Court is able to resume such proceedings.
  - Fixed Fee Vouchers are not available for remote hearings.
  
- ***ALL OTHER Initial Filings (no case number)*** –Decedent’s Estates (ADM), Small Estates (SEB), Foreign Estates (FEP), Trusts (TRP), Notice of Revocable Trusts (NRT), Disclaimers (DISCL), Probate Litigation (LIT), Guardianship of Minor’s Estates (GDN) may be mailed to: D.C. Superior Court Probate Division, 515 5<sup>th</sup> Street, NW, Washington, DC 20001. Attn: Probate Clerk’s Office.

- **Wills (WIL)** – Do not submit original wills until the Probate Clerk’s Office reopens. A copy of the will may be mailed with a certificate of will filing to the above address. Include your phone number and/or email address to: Certificate of Will Filing. The Division will notify you when to visit the Probate Clerk’s Office with the original will.
- **Bonds** – Copies of executed and sealed bonds may be emailed to the Probate Division directly from the bond company. Original bond may be mailed to the Division or held by the bond company until the Probate Clerk’s Office reopens.
- **All OTHER filings (with a case number)** – Guardian/Conservator filings (INT/IDD cases), Decedent’s Estates (ADM), Small Estates (SEB), Foreign Estates (FEP), Trusts (TRP), Notice of Revocable Trusts (NRT), Disclaimers (DISCL), Probate Litigation (LIT), Guardianship of Minor’s Estates (GDN):
  - Attorneys shall e-file by CaseFileXpress
  - Self-represented litigants may mail to: D.C. Superior Court Probate Division, 515 5<sup>th</sup> Street, NW, Washington, DC 20001. Attn: Probate Clerk’s Office.
  - All petitions or forms that require a jurat/notary may be replaced by the following Certification: *“I declare under penalty of perjury that the foregoing statements are true and correct to the best of my information, knowledge and belief. Executed on \_\_\_\_\_, 20\_\_.”*
  - Limited assistance with certain probate forms available at [www.probono.net/dccourts/](http://www.probono.net/dccourts/).
- **Division Processing Procedures**
  - **Archives and Copy Requests** are suspended until further notice and will not be processed until the Division returns to normal operations.

### Contacting the Probate Division

- Email/Internet (responses within 24-48 hours)
  - [Probateinquiries@dcsc.gov](mailto:Probateinquiries@dcsc.gov) – General probate procedure questions or inquiries.
  - [GuardianshipAssistanceProgram@dcsc.gov](mailto:GuardianshipAssistanceProgram@dcsc.gov) – Guardianship specific questions and inquiries.
  - Livechat (extended hours/real-time responses) at [dccourts.gov](http://dccourts.gov) under the Probate Division.
- Telephone – Please leave a message for a call back during court hours 8:30 a.m. to 5:00 p.m.
  - (202) 879-9460 and (202) 879-9461
  - leave a message with the following information:
    - Caller’s name, including spelling
    - Phone number
    - Email address (optional)
    - Nature of inquiry – decedent’s estate, guardianship, filing procedures, case status, etc.