

COVID-19 Probate Division Operations

Updated July 12, 2021

Division Status:

The Probate Division's public service counter is open Monday through Friday 8:30 am – 5 pm with limited staff for persons who wish to file documents or view cases in person. Services will continue to be provided remotely. Electronic filing will continue.

Hearings:

All hearings are held remotely, until further notice.

General Filing Guidelines:

- *Contact Information* – All filings must include email and telephone contact information for the filer and/or attorney.
- *Filings that require notarization* – If a notary is not available, the notary statement may be replaced with the following certification followed by the filer's signature:
"I declare under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge, information and belief. Executed on __, 20__."
- *Forms* – Forms are available online at <https://www.dccourts.gov/services/forms>. Online Forms assistance (for Large Estates, Small Estates, and Report of Guardian) is also available at <https://www.probono.net/dccourts/>.
- *Methods of Payments* – Court costs and fees may be paid by check, money order, or certified funds. All checks must be made payable to the Register of Wills. DO NOT SEND CASH. The Probate Division is also accepting electronic payments for remote filings (ONLY) for certain court fees and costs using Prompt Pay. Please contact probateinquiries@dcsc.gov for further information regarding payment options.

Forms Review:

- **New Filings** – The pre-filing review conducted by the Legal Branch and the Small Estates Branch is to determine the legal sufficiency of the filing, not to provide legal advice or assistance with forms. Assistance with forms is available online and via the Self-Help Center (for self-represented litigants). For the health and safety of the Probate Division staff and the public, no in-person pre-filing reviews are available at this time.
- **Other** – Accounts, inventories, and fee petitions are required to be eFiled, except in sealed cases and in cases where there is no attorney of record (self-represented litigants). Any questions related to accounts, inventories, and fee petitions should be directed to the Duty Auditor. See contact information below.

In-person Filing Procedures:

The Probate Clerk's Office is open with limited staff for in-person filings.

Remote Filing Procedures for Intervention Proceeding (Guardianships):

Remote filing procedures for intervention proceedings remain in place.

- *Email* – Emailing is for INT/IDD emergency pleadings with NO case numbers. The following pleadings may be emailed to the Division for filing:
 - **21-day Emergency Guardian Petition** should be emailed to the Probate Clerk’s Office for case initiation using the following address: ProbateEmergencyFilings@dcsc.gov
 - **90-day Health-Care Guardian Petition** and/or **Petitions for General Proceeding** (Guardian/Conservatorship) should be emailed to the Probate Clerk’s Office for case initiation using the following address: ProbateFilings@dcsc.gov. Note: 90 day and General Petitions must be submitted as separate PDFs.
- Emails for new INT/IDD filings must include:
 1. Subject line should include the subject’s name and type of INT/IDD filing. Example: Jane Doe – 21-day Emergency Guardian.
 2. If a notary is not available, the notary statement may be replaced with the following certification followed by the filer’s signature: *“I declare under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge, information and belief. Executed on __, 20__.”*
 3. E-signature is acceptable.
 4. The emailed documents should include the completed petition, medical information, (report of examiner, certifications of incapacity, etc.) and email addresses and telephone numbers for all parties.

Filing Procedures for ALL OTHER FILINGS:

- **New Initial Filings (with no case number)** – Large Decedent’s Estates (ADM), Small Estates (SEB), Wills (WIL), Foreign Estates (FEP), Trusts (TRP), Notice of Revocable Trusts (NRT), Disclaimers (DISCL), Probate Litigation (LIT), Guardianship of Minor’s Estates (GDN)
 - *Additional information for these filings below.
 - New cases in the above case types may be filed in the following ways:
 - **Mailing** – D.C. Superior Court Probate Division, 515 5th Street, NW, Washington, DC 20001. Please send by trackable mail (e.g. USPS (United States Postal Service), DHL, Fed-Ex, UPS).
 - **Moultrie Dropbox** – located at 500 Indiana Ave, NW, Washington, DC 20001. Place in a sealed envelope and date the outside of the envelope using the stamp machine.
 - **Division Dropbox** – located at 515 5th Street, NW, Washington, DC 20001. Place in a sealed envelope and date the outside of the envelope using the stamp machine.
- **Subsequent 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):
 - **Filings with a cases number – e.g. petitions, motions, inventories, accounts, reports, affidavits, etc.** may be filed in one of three ways:
 - **eFiling** – <https://www.dccourts.gov/superior-court/e-filing>. Unless the case is

- sealed – Attorneys are required to eFile.
- **Mailing** – D.C. Superior Court Probate Division, 515 5th Street, NW, Washington, DC 20001. Attn: Probate Clerk’s Office. Please send by trackable mail (e.g. USPS (United States Postal Service), DHL, Fed-Ex, UPS).
- **Moultrie Dropbox** – located at 500 Indiana Ave, NW, Washington, DC 20001. Place in a sealed envelope and date the outside of the envelope using the stamp machine.
- **In-person** – self-represented litigants may file in-person at the Probate Clerk’s Office.

***Additional information:**

- **Bonds** – Copies of executed and sealed bonds may be emailed to the Probate Division directly from the bond company. ProbateBonds@dcsc.gov – Bonds company only. If the filer wishes to email file a bond, arrangements must be made with the bond company by the filer. Original bonds may also be filed in-person, or sent directly to the Division by the filer via USPS (trackable mail) or Moultrie Dropbox. Please include case name and number, if applicable.
- **Guardianship of Minors Filings** – Interviews of Minors and Admonishments administered virtually. Please provide telephone number and email address with the petition for appointment. Alternatively, an affidavit (in lieu of personal appearance by the minor) stating the minor is a living person and is domiciled in the District of Columbia may be submitted to the division with the petition.
- **Archives Requests** are available on a limited basis. Archived records are subject to Federal Records Center availability.

Contacting the Probate Division

- **General Inquiries:** General probate procedure questions or inquiries.
 - **Telephone:** 202-879-9460
 - **Email:** ProbateInquiries@dcsc.gov
 - **Live Chat:** <https://www.dccourts.gov/services/probate-matters>
- **Other:**
 - GuardianshipAssistanceProgram@dcsc.gov – Guardianship specific questions and inquiries.
 - AuditingBranchCenter@dcsc.gov – Duty Auditor inquiries involving accounts, inventories, fee petitions, requirements, and related summary hearings.
 - ProbateSelfHelpCenter@dcsc.gov – For assistance with filing small estates and intervention proceedings.