

Loudoun County Clerk of the Circuit Court Probate Division COVID-19 Information and Updates

Beginning April 6, 2020, and until further notice, the Loudoun County Clerk of the Circuit Court's office will be open to the public from 8:00 a.m. - 4:00 p.m. If you have paperwork for the Probate Division please insert in the PROBATE DROP BOX located opposite the elevators outside of the Clerk's Office doors. The box is mounted on the wall and labeled PROBATE DOCUMENTS.

- All probate meetings are conducted by appointment only. An appointment can be obtained by [email](#) or phone at 703-777-0442.
- Probate meetings will now be conducted via Video Conference. The customer will be set up in the Clerk's Office Conference Room with their paperwork and the Probate Specialist will conduct the meeting from their office remotely.

It is strongly encouraged that any probate matters that do not require an in-person meeting be handled through the mail. Example: recording a WILL without qualification, recording a Real Estate Affidavit. Please contact the Probate Division to determine whether or not your probate matter requires an in-person visit to our office.

If an in-person meeting is required you may call or email to schedule your appointment. The Probate Specialist will ask you a series of questions and schedule your appointment. We will request all paperwork be presented to the Probate Division 24 hours prior to the scheduled meeting. This may include: Probate Information Form, List of Heirs, Probate Tax Form, original will (if applicable), death certificate and copy of photo ID.

