

### **Notice of Probate / Proof of Mailing Instructions**

As Executor/Executrix and/or Administrator/Administratrix of the Decedent you are responsible to notify in writing **all Beneficiaries** and **all Next of Kin** that a Will has been probated. (This **does** include all immediate Next of Kin even if they are not named as Beneficiaries in the Will.)

*This action must be taken within 60 Days from the date of Probate.*

#### **Notice of Probate:**

- Fill out the Notice of Probate form.
- Make sure to list all the names and addresses of the Beneficiaries and Next of Kin in the appropriate space.
- The Notice of Probate, attached hereto, contains a statement that a copy of the Last Will and Testament will be provided to all the Beneficiaries and all the Next of Kin upon request. You also have the option of forwarding them a copy of the Will.
- Make a copy of the Notice of Probate for all the Beneficiaries and all the Next of Kin of the Decedent.
- Mail or hand deliver the copy of the Notice of Probate to all the Beneficiaries and all the Next of Kin of the Decedent. **This does not need to be sent by certified mail.**

#### **Proof of Mailing:**

- Fill out the Proof of Mailing form after you have mailed the Notice of Probate to all the Beneficiaries and all the Next of Kin of the Decedent a copy of the Notice of Probate.

#### **Filing Notice of Probate/Proof of Mailing with Surrogate's Office:**

- Send the **original** Notice of Probate and the **original** Proof of Mailing to our office within 10 days of the mailing.

**Ocean County Surrogate's Court  
P.O. Box 2191  
Toms River NJ, 08754**

- **Include a check for \$10.00** made payable to the "Ocean County Surrogate" for our filing fee.

**Note:** If a Beneficiary or Next of Kin under the Will does not have a known address, the Notice of Probate described above must be published in a newspaper of general circulation in the county, such as the Asbury Park Press naming or identifying those persons as having a possible interest of the probate estate.

**Note:** Should a charity be mentioned in the Will you must also notify the Attorney General's Office at:

NJ Attorney General's Office  
Attn: Charitable Trust Section  
Hughes Justice Complex – CN 112  
Trenton, NJ 08625

**Warning:** This memo is not intended as a comprehensive list of the rights, duties and obligations of an Executor/Executrix and /or Personal Representative of the Decedent whose Will is being probated and is only provided to you as a courtesy by the Ocean County Surrogate's office.

# State of New Jersey

## Ocean County Surrogate's Court

In the Matter of the Estate of

\_\_\_\_\_, Deceased } **NOTICE OF PROBATE OF WILL**

To: (List names and addresses of Next of Kin and Beneficiaries and mail a copy to each.)

<u>NAME</u>	<u>ADDRESS</u>

**ATTACH ADDITIONAL SHEET IF NECESSARY**

PLEASE TAKE NOTICE that the Will of \_\_\_\_\_  
was probated by Jeffrey W. Moran, Surrogate of Ocean County, in Toms River, New Jersey on  
\_\_\_\_\_, 20\_\_\_\_. The undersigned Executor/Administrator CTA will  
furnish you with a copy of the said Will upon request.

\_\_\_\_\_  
Executor/Administrator CTA

Dated:

Address: \_\_\_\_\_

**State of New Jersey**  
**Ocean County Surrogate's Court**

In the Matter of the Estate of

\_\_\_\_\_, Deceased } **PROOF OF MAILING**

State of New Jersey

} ss.

County of Ocean

I, \_\_\_\_\_, do hereby certify the following:

1.) I am the Executor under the Will of \_\_\_\_\_, Deceased  
(Or-I am the Administrator with the Will annexed of the Estate of  
\_\_\_\_\_, Deceased.)

2.) \_\_\_\_\_, 20\_\_\_\_\_ I mailed or hand delivered to all the Next of  
Kin and all the beneficiaries a copy of the notice attached hereto, sending them to their last  
known addresses.

\_\_\_\_\_  
Executor/Administrator CTA

Dated:

Address: \_\_\_\_\_

\_\_\_\_\_