

Proof of Mailing, Notice to Make Application and Renunciation for Administration

Directions

ATTENTION ***CANNOT USE WHEN THERE IS A WILL *******

- When consent forms or renunciations of Administration forms need to be signed by next of kin and they are refusing to do so then the person who is wanting to be the acting party will need to notice them in order to move forward. If the process would have been an affidavit of next of kin but there are parties who are not willing to sign, then the process must become an administration.
- **The person seeking appointment will mail**
 - Proof of Mailing
 - Must be **filled in prior to mailing**
 - Notice for Application for Letters of Administration
 - Must be **filled in prior to mailing**
 - Renunciation for Administration
 - The Person being noticed will **sign & have notarized, DO NOT FILL IN.**
- **Prepare three (3) sets of the above forms:**
 - One set will be sent regular mail
 - One set will be sent certified mail, return receipt requested (green card)
 - One set will be kept by the person seeking to be appointed
- **When to come into make application:**
 - Once the green card comes back signed
OR
 - The envelope from the certified mailing comes back unopened, unsigned for returned to sender (**DO NOT OPEN THIS ENVELOPE**)
 - We will need either the **green card** or the **unopened envelope** to be brought into the office for proof that this person was noticed, along with the **copy you kept for yourself & the white slip showing when the noticed was mailed.**

Just remember there is a 10 day in state and 60 days out of state rule for the person you are noticing. Be sure to make the date of application with this in mind.

You cannot come into the office on the date you wrote on the notice if you have not received the green card back or if you have not gotten the envelope back unopened you will need to wait for either one of these things.

EXHIBIT A

SAMPLE FORMS FOR REFERENCE

The following pages contain sample forms illustrating the proper completion of the enclosed documents.

- **Sample Proof of Mailing**
- **Sample Notice**
- **Sample Renunciation Administration**

**OCEAN COUNTY SURROGATE'S COURT
JEFFREY W. MORAN, SURROGATE**

In the Matter of the Estate of

(name of deceased)

, deceased

PROOF OF MAILING

STATE OF NEW JERSEY

ss:

COUNTY OF OCEAN

(name of person wanting to make application), being duly sworn says:

1. On *(date of mailing)* I deposited in the United State mail chute at the Post Office located at *(location of post office)*, a copy of the attached notice in an envelope with postage prepaid, certified mail, return receipt requested, addressed to *(name and address of person being noticed)*, a Notice of Application for Letters of *(Administration, Administration Ad Prosequendum)*.

(name of person wanting to make application)

Subscribed and sworn to before me on

Date: *(date)*

(notary, probate clerk, attorney)

Attach the white slip showing when the notice was mailed - green card showing the notice was received or the unopened returned mail. This along with a copy of the Notice of Application must be submitted to the Surrogate's Court.

Sample - Do Not Send

OCEAN COUNTY SURROGATE'S COURT

JEFFREY W. MORAN, SURROGATE

In the Matter of the Estate of

(name of deceased)

, deceased

Notice of Application for
Letters of Administration

To *(name of person being noticed)*, next of kin of the above named Deceased. You are
Hereby notified that on *(date you are going to make application)*, at 9 a.m. I shall apply to the
Surrogate of the County of Ocean at his office in the Ocean County Court House, room 216 of
the West Wing, 118 Washington Street, Toms River, NJ for the grant to me of Letters of
(Administration, Administration Ad Prosequendum).

Date: *(date)*

(signature of Applicant)

(name of applicant)

(Address of Applicant)

(City, State, Zip Code)

**A copy of this Notice is to be attached to the Proof of Mailing and submitted to the
Surrogate of Ocean County. 10-day notice to residents of New Jersey and 60-day notice to
Out of State Residents. Notice is to be sent Certified Mail, return receipt requested.**

Person who is being noticed must sign and have notarized the renunciation you send.

Notary Public

EXHIBIT B

DOCUMENTS TO BE SENT TO THE PERSON BEING NOTICED

The following pages contain the actual documents to be provided to the person entitled to notice in this matter.

Proof of Mailing – To Be Completed by the Person Seeking Appointment

Notice for Application – To Be Completed in by the Person Seeking Appointment

Renunciation of Administration – To Be Signed by the Person Being Noticed

Fill out this form PRIOR to sending

**OCEAN COUNTY SURROGATE'S COURT
JEFFREY W. MORAN, SURROGATE**

In the Matter of the Estate of _____

_____, deceased

PROOF OF MAILING

STATE OF NEW JERSEY

ss:

COUNTY OF OCEAN

(_____), being duly sworn

says: 1. On (_____) I deposited in the United State mail chute at the

Post Office located at (_____),

a copy of the attached notice in an envelope with postage prepaid, certified mail, return receipt

requested, addressed to (_____), a Notice of Application

for Letters of (*Administration, Administration Ad Prosequendum*).

X _____

Subscribed and sworn to before me on

Date:

(notary, probate clerk, attorney)

Attached the white slip showing when the notice was mailed and green card showing the notice was received, or the unopened returned mail. This along with a copy of the Notice of Application must be submitted to the Surrogate's Court.

OCEAN COUNTY SURROGATE’S COURT
JEFFREY W. MORAN, SURROGATE

In the Matter of the Estate of

Notice of Application for
Letters of Administration

, deceased

To (), next of kin of the above named Deceased.

You are Hereby notified that on (), at 9 a.m. I shall apply to the Surrogate of the County of Ocean at his office in the Ocean County Court House, room 216 of the West Wing, 118 Washington Street, Toms River, NJ for the grant to me of Letters of (*Administration, Administration Ad Prosequendum*).

Date: X _____
(*name of applicant*) _____
(*Address of Applicant*) _____
(*City, State, Zip Code*) _____

A copy of this Notice is to be attached to the Proof of Mailing and submitted to the Surrogate of Ocean County. 10-day notice to residents of New Jersey and 60 days’ notice to Out of State Residents. Notice is to be sent Certified Mail, return receipt requested.

Person being noticed (renouncing) will sign this document in front of a notary

State of New Jersey
Ocean County Surrogate s Court

In the Matter of the Estate of

, deceased

Renunciation of Administration

To JEFFREY W. MORAN, Surrogate of the Ocean County

I, _____, next of kin and heir of the above named decedent, late of Ocean County, do hereby renounce my rights of Administration and request the appointment of _____.

STATE OF
COUNTY OF

SS:

Be it Remembered, that on _____ before me, the undersigned authority personally appeared _____ who I am satisfied is the person in the foregoing instrument named, to whom I first made known the contents thereof, he/she did thereupon acknowledge that he/she signed, sealed and delivered the same as his/her act and deed, for the uses and purposes therein expressed.

AFFIX SEAL

Notary Public