



# OCEAN COUNTY SURROGATE'S COURT

Courthouse – 118 Washington Street – Post Office Box 2191

Toms River, New Jersey 08754-2191

Telephone: (732) 929-2011

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Dear Sir/Madam:

Please accept this correspondence as an outline of documents that are needed to begin your probate proceedings, prior to coming to our office:

**WE ARE OPEN TO THE PUBLIC,**

**You can come in any time from 8-4:30, Monday-Friday**

**WE DO NOT TAKE APPOINTMENTS**

**OR**

You can mail documents to the main office with the address as follows:

**OCEAN COUNTY SURROGATES COURT**

**P.O.BOX 2191**

**118 WASHINGTON STREET**

**TOMS RIVER, NJ 08754-2191**

**OR**

deliver to our drop box which is located inside the lobby of our main office at 118 Washington Street, Toms River, NJ 08754. Please be advised that the drop box for the Surrogate's Office is a large **TALL METAL DROP BOX marked SURROGATE'S OFFICE** in the lobby of the main entrance and the drop box is checked multiple times during the day. Please note there are Sheriff's Officers at this location as well.

Attached is the Estate Information Sheet **which must** accompany your documents.

**PROBATE (Will): Please submit:**

- The **ORIGINAL WILL** you wish to probate.
- The original death certificate **WITH A RAISED SEAL** for the decedent.
- Completed Estate Information Sheet
- An invoice will be sent to you for services rendered.
- If you are coming into the office please bring a blank check for processing fees.
- Nothing can be issued when there is a will until after the 10th day of death on the 11th day.

**ADMINISTRATION (No Will): Please submit:**

- The original death certificate **WITH A RAISED SEAL** for the decedent.
- Completed Estate Information Sheet
- **On the Estate Information Sheet, please list all assets in the decedent's name ONLY, along with their dollar value**  
If this includes Real Estate, we will need the fair market value. Motor Vehicles-we need the year, make, model and approximate value for each vehicle.
- An invoice will be sent to you for services rendered.
- If you are coming into the office please bring a blank check for processing fees.

**PLEASE ALLOW A FEW DAYS, AFTER SUBMISSION OF YOUR DOCUMENTS, FOR OUR OFFICE TO CONTACT YOU.**

## ESTATE INFORMATION SHEET

OCEAN COUNTY SURROGATES COURT

P.O.BOX 2191

118 WASHINGTON STREET

TOMS RIVER, NJ 08754-2191

Phone: 732-929-2011

Fax: 732-506-5087

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attorney, only if retained by the estate

Name of Deceased \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Date of Will \_\_\_\_\_ Pages \_\_\_\_\_ Codicil Date \_\_\_\_\_ Pages \_\_\_\_\_  
Decs'd Social Security Number \_\_\_\_\_ Age of Decs'd \_\_\_\_\_

**Please note:** The Death Certificate must state **Ocean County as the place of residence** for the decedent for a process to be done here. If you are unsure or have questions please contact our office before sending in any paperwork or making an appointment.

### Acting Party

Executor/rix /Administrator/rix \_\_\_\_\_ Relationship to Deceased \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Social Security No.: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email Address \_\_\_\_\_

### Co-Acting Party

Co-Executor/rix/Administrator/rix \_\_\_\_\_ Relationship to Deceased \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Social Security No. \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

NEXT OF KIN	TOWN & STATE	RELATIONSHIP	AGE OF MINORS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Any Children of a prior Marriage	YES	NO (Circle one)
Any Stepchildren	YES	NO (Circle one)

Will there be a Trust created \_\_\_\_\_

List Assets in the Decedent's Name alone and the value of the asset.  
(Only If There Is No Will)

Do you need an Administrator/rix Ad Prosequendum appointed? \_\_\_\_\_  
(this is used to sue for wrongful death)

How many short certificates from this office will you need? \_\_\_\_\_

**\*You Will Need One per Asset in the Deceased Name Alone\***