



OCEAN COUNTY SURROGATE'S COURT

Courthouse – 118 Washington Street – Post Office Box 2191

Toms River, New Jersey 08754-2191

Telephone: (732) 929-2011

Dear Sir/Madam:

Please accept this correspondence as an outline of documents that are needed to begin your probate proceedings.

The Ocean County Surrogate's Court is
OPEN TO THE PUBLIC WITH NO APPOINTMENT NEEDED

Our Office Hours are:

Monday – Friday (8:00am – 4:30pm)

**If Coming Into the Office,
Please Make Sure to Bring Payment with You.**

**We only accept payment via
CASH, CHECK OR MONEY ORDER**

OR

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

**OCEAN COUNTY SURROGATE'S COURT
118 Washington Street
2nd Floor, Room 216
TOMS RIVER, NJ 08753**

Or

**OCEAN COUNTY SURROGATE'S COURT
P.O. Box 2191
Toms River, NJ 08754**

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
- If doing the process through the mail, an invoice will be sent to you for services rendered.
- If you are coming into the office, please bring payment with you.

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 each asset's 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.
- If doing the process through the mail, an invoice will be sent to you for services rendered.
- If you are coming into the office, please bring payment with you.

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

[Print](#)[Clear](#)**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 _____

Marital Status: Married / Widowed / Single / Divorced

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 IF MINOR

NEXT OF KIN	TOWN & STATE	RELATIONSHIP	AGE IF MINOR

Any Children of a prior Marriage☐ NO☐ YES

If Yes, # of Children from Prior _____

Any Stepchildren☐ NO☐ YES

If Yes, # of Stepchildren _____

please specify which children are of a prior marriage or step children on the space listed above

Will there be a Trust created? _____

If yes, please submit a trust fact sheet along with the estate information sheet

[Trust Fact Sheet](#)

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 when there is **no will**)

How many surrogate certificates from this office will you need? _____

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How Many Certificates Do I need?

When someone dies, their assets are typically frozen and access to these assets are blocked.
(One exception to this is joint spousal accounts, wherein the asset defaults to the surviving spouse.)

An executor will need probate certificates (**Surrogate Certificates**), which are different than death certificates, to prove to an institution (bank, DMV, etc.) that they have the authority to access a decedent's assets.

An executor should not need to present a probate certificate for *debts*.

*Joint Spousal assets usually do not require a certificate, they *typically* default to the surviving spouse.

One certificate is included in your *probate fee*; additional certificates are \$5.00 each

ASSETS	DO I NEED A CERTIFICATE?
Real Estate	Yes; 1 per property
Titled Vehicles (DMV) Cars/Trucks/Trailers/Boats/Planes/Mobile Home/Jet-Ski, Etc.	Yes; 1 per title
Bank Accounts Checking/Savings/CDs	Yes; 1 per bank (not per account)
Investments/Stocks/Bonds	Yes; 1 per financial institution (not per account)
Retirement Accounts/Pensions	Only if there is no beneficiary listed
Life Insurance Policies	Only if there is no beneficiary listed
Safe Deposit Box	Yes, if you are not named as co-owner on box
Personal Property	No

Don't go overboard with extra certificates because in some cases they can expire in time based on the rules of the asset-holder you are dealing with. You can always request more certificates from the Surrogate's Court as needed.