

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 the Surrogate's Office is not required

- If you wish to file the documents with the Surrogate's Court, please mail copies to the office and **include a check in the amount of \$5.00 per page, payable to Ocean County Surrogate's Court.**

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

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 } **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: _____
