



OCEAN COUNTY SURROGATE'S COURT

Courthouse – 118 Washington Street – Post Office Box 2191
Toms River, New Jersey 08754-2191

Jeffrey W. Moran
Ocean County Surrogate

732-929-2011
732-506-5087
(fax)

Request to Open Adoption File

If the adoption you are inquiring about happened in Ocean County, New Jersey, you will need to write a letter addressed to:

Honorable Francis R. Hodgson, Jr., A.J.S.C.
118 Washington Street
Toms River, NJ 08753

You will need to include the following information:

- Your name and how you are related to the adoption (Adoptive Parent, Adoptee, Relative, etc.)
- Date of the Adoption (If unsure, the year)
- The docket number (if known)
- The birth name of the Adoptee
- The Adoptive name of the adoptee (the name after the adoption occurred)
- The Adoptive parents' name
- What you are looking for and why
- Any other pertinent information you think would be beneficial
- Your Contact Information- phone number, address and email
- A copy of your identification

Once the Judge receives the letter, she will communicate with the Surrogate's Office for the original file. If the Judge determines that the requesting party may receive the documentation from the file, she will sign an Order to Unseal the file and then open the file and let the Surrogate's Office know what can be released. Once the file is open, the Surrogate's Office will communicate with you regarding the fee.

If you have any questions, please contact:

Gabrielle Spano
Special Probate Clerk
732-506-5126