

Notice of Probate / Proof of Mailing Instructions

As Executor/Executrix and/or Personal Representative 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.
- Make a copy of the Notice of Probate for all the Beneficiaries and all the Next of Kin of the Decedent.
- Mail 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 certified mail.

Proof of Mailing

- Fill out the Proof of Mailing form after you have mailed 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 Surrogate's Office

- Send the original Notice of Probate and the original Proof of Mailing to our office within 10 days of the mailing.

**Hudson County Surrogate
Attn: Cashier
595 Newark Avenue
4TH Floor, Room 407
Jersey City, New Jersey 07306**

- **Include a check for \$10.00** made payable to the "Hudson County Surrogate" for our filing fee.

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 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 and /or Personal Representative of the Decedent whose Will is being probated and is only provided to you as a courtesy by the Hudson County Surrogate's office. A copy of the New Jersey Court Rule pertaining to the Notice of Probate is attached hereto for reference purposes.

State of New Jersey

Hudson County Surrogate's Court

In the Matter of the Estate of

Docket No.

,Deceased }

NOTICE OF PROBATE OF WILL

State of New Jersey

}

County of Hudson

To: (List names and addresses of Next of Kin and Beneficiaries and mail a copy to each.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

PLEASE TAKE NOTICE that the Will of _____ was

probated by Tilo E. Rivas, Surrogate of Hudson County, at the Hudson County Administration

Building, 595 Newark Avenue, 4th Floor, Room 407, Jersey City, New Jersey 07306,

on _____, 20_____.

The undersigned Executor will furnish you with a copy of the said Will upon request.

Dated: _____

Executor: _____

State of New Jersey

Hudson County Surrogate's Court

In the Matter of the Estate of

Docket No.

,Deceased }

PROOF OF MAILING

State of New Jersey

}

County of Hudson

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 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

Dated: