Morris County Surrogate's Court

PO Box 900
Morristown, New Jersey 07963-0900
Tel # (973) 285-6500
www.morrissurrogate.com

Heather J. Darling, Esq.
Surrogate

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Deputy Surrogate

HOW TO REQUEST AND OBTAIN ADDITIONAL / UPDATED TESTAMENTARY CERTIFICATES / ADMINISTRATION SHORT CERTIFICATES FOR EXECUTOR / ADMINISTRATOR

- An Executor/Administrator of an Estate that was probated in Morris County, NJ may request and obtain additional/updated Testamentary Certificates/Administration Short Certificates from the Morris County Surrogate's Court either in person, via mail, or over the phone.
- Only the Executor/Administrator of an estate, or the attorney of record, may request and obtain Certificates.
- An Executor/Administrator may only request and obtain Certificates for an Estate that has already been probated. If you are the Executor/Administrator of an estate that is pending probate, please contact your assigned Probate Clerk.

To request Certificates in person:

- Visit the Morris County Surrogate's Court (10 Court Street, Administration & Records Building, 5th Floor, Morristown, NJ 07960) between 8:30am – 3:00pm, Monday through Friday.
- No appointment is required.
- Upon arrival, tell the receptionist that you are an Executor/Administrator seeking additional (or updated) Certificates.
- Our receptionists will provide further assistance, accept payment, and issue the Certificates.
- Certificates cost $5.00 each, payable by cash, check (made payable to Morris County Surrogate), or credit card (with convenience fee).

To request Certificates via mail:

- Complete the attached Request Letter by filling in the blanks.
- Mail the completed Request Letter and payment to: Morris County Surrogate's Court, P.O. Box 900, Morristown, NJ 07963-0900.
- Our receptionists will receive the Request Letter, process the payment, and mail the Certificates to the address provided, via regular mail.
- Certificates cost $5.00 each, payable by check (made payable to Morris County Surrogate).

To request Certificates over the phone:

- Call the Morris County Surrogate's Court at (973) 285-6500 and tell the receptionist that you are an Executor/Administrator seeking additional (or updated) Certificates.
- Our receptionists will provide further assistance, accept payment, and mail the Certificates to your address.
- Certificates cost $5.00 each, payable over the phone by credit card (with convenience fee).

Morris County Surrogate's Court
Request Letter For Additional / Updated Certificate(s)

To: Morris County Surrogate's Court
P.O. Box 900
Morristown, NJ 07963-0900

Docket #: MRS – P – _____ – _____

I am _____

the Executor / Administrator of the Estate of _____

_____

and I am requesting _____ additional / updated Certificate(s).

Delivery — please check ONE option:

☐ I will pick up my Certificate(s) at the Surrogate's Court.

☐ Please mail the Certificate(s) to my address:

_____

_____

_____

Payment — please check ONE option:

☐ I will pay by credit card and provide my card information when the Clerk calls me.

☐ I have enclosed a check in the amount of $_____, made payable to **Morris County Surrogate**, as payment for the Certificate(s) when mailing request.

I can be contacted by phone / email *(circle one)* at _____

if the Morris County Surrogate's Court requires any additional information from me regarding this request.

Date: _____ _____

(Printed Name)