

Notice of Probate Instructions

WITHIN 60 DAYS AFTER THE DATE OF PROBATE OF A WILL, THE FOLLOWING ACTION MUST BE TAKEN BY THE EXECUTOR/EXECUTRIX AND/OR PERSONAL REPRESENTATIVE OF THE DECEDENT:

1. **Notice of Probate:** All beneficiaries and next of kin of the decedent must be notified in writing of the following:
 - That the will was probated;
 - The date and place where the will was probated;
 - The name and address of the Executor/Executrix and/or Personal Representative named by the decedent in the will;
 - A Statement that a copy of the will be furnished upon request.
2. **Proof of Mailing:** After the aforesaid Notice of Probate has been mailed to all Beneficiaries and next of kin of the decedent, the original Notice of Probate along with the Proof of Mailing, indicating that all of the beneficiaries and next of kin have received the Notice of Probate, must be filed with the Surrogate's Office within 10 days of the mailing. **There is a \$5.00 charge, per page made payable to the "Morris County Surrogate Court", Administration & Records Building, P. O. Box 900, Morristown, New Jersey 07963-0900"** that must accompany this Proof of Mailing.

NOTE: If a beneficiary of 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 in the probate estate.

NOTE: Should a charity be mentioned in the will you must also notify the Attorney's General Office located 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 to you as a courtesy by the Morris County Surrogate's Office. A copy of the New Jersey Court Rule pertaining to the Notice of Probate is attached hereto for reference purposes.

Probate Clerk

Executor /Executrix / Personal Representative

Notice of Probate of Will

Within 60 days after the date of probate of a will, the personal representative shall cause to be mailed to all beneficiaries under the will and to all persons designated by R., 4:80-1 (a) (3), at their last known addresses, a notice in writing that the will has been probated, the place and date of probate, the name and address of the personal representative and a statement that a copy of the will shall be furnished upon request. Proof of mailing shall be filed with the Surrogate within 10 days thereof. If the names or addresses of any of those persons are not known, or cannot by reasonable inquiry be determined, then a notice of probate of the will shall be published in a newspaper or general circulation in the county naming or indentifying those persons as having a possible interest in the probate estate. If by the terms of the will property is devoted to a present or future charitable use or purpose, like notice and a copy of the will shall be mailed to the Attorney General.

Note: Source-R.R., 4:99-7 R. 4:80-8 amended and rule redesigned June 29, 1990 to be effective September 4, 1990.

**SURROGATE'S COURT OF NEW JERSEY
MORRIS COUNTY**

-----X
IN THE MATTER OF THE ESTATE
OF :
:
DECEASED :
-----X

NOTICE OF PROBATE OF WILL

TO:

(List names and addresses of next of kin and beneficiaries named in the will and mail copy to each)

PLEASE TAKE NOTICE that the will of _____
Was probated by Heather J. Darling, Esq., Surrogate of Morris County, Morristown, New Jersey, on
_____, 2 _____.

The undersigned executor will furnish you with a copy of said will upon request.

Executor / Administrator C.T.A.

Dated:

Address:

**SURROGATE'S COURT OF NEW JERSEY
MORRIS COUNTY**

-----X
IN THE MATTER OF THE ESTATE
OF :
:
DECEASED :
-----X

PROOF OF MAILING

STATE OF NEW JERSEY:
SS:
COUNTY OF MORRIS:

I, _____, do hereby
certify to the following:

1. I am executor/executrix under the will of _____
deceased. (Or I am the administrator / administratrix with the Will Annexed to the estate of
_____, deceased.

2. On _____, 2_____, I mailed to all next of kin and to all beneficiaries
named
in the will of _____ a copy of the notice attached hereto, sending
them to their last known addresses.

Executor / administrator C.T.A.

Dated:

Address: