

## NICKI A. BURKE, Surrogate

### ADMINISTRATION AD PROSEQUENDUM FACT SHEET PAGE ONE FOR SURROGATE'S COURT STAFF COMPLETION (√ or X or n/a)

**DOCKET NUMBER:** \_\_\_\_\_

**SURROGATE'S COURT STAFF:**

- SEARCH** DECEDENT NAME IN BLUESTONE BEFORE CONTINUING FOR CAVEATS PREVIOUS FILINGS, ETC.
- SEARCH** DECEDENT NAME IN EXCELL FOLDER-AAAAA/ESTATE INQUIRIES/ESTATE INQUIRES-NO OPEN ESTATE
- n/a docket(s) found: (1) \_\_\_\_\_ (2) \_\_\_\_\_
- n/a file (s) found must be "linked"
- n/a Caveat has been filed:
- n/a a dispute has risen Surrogate certifies case to be of doubt or difficulty
- n/a Issue Order Denying Administration: (administration/doubts arise Order)
- Search Obituaries – all NJ
- DETERMINE** decedent's domicile is Salem County or accident resulting in death occurred in Salem County – see bottom for statute.

Letters of Administration Ad Prosequendum ...

- Administrator will pick up  mail to Administrator  Mail to Atty  pickup by Atty
- AD PPROSEQUENDUM (6e.)
- Satellite appointment requested date: \_\_\_\_\_
- satellite appointment date entered on Surrogates calendar
- Information phoned in, have not yet reviewed death certificate – make note in "Notes"
- Verify correct mailing address & physical address of decedent (Ex. Alloway twp. May be Bridgeton mailing) (Ex. 10 Thomas Road, Bridgeton is Alloway Twp. Salem County - enter in Bluestone as: Address: 10 Thomas Road (Alloway Twp.) City: Bridgeton)
- n/a 5<sup>TH</sup> day to issue: \_\_\_\_\_
- application terminology on Bluestone "Case" page has been added
- \$50.00 Ad Pros
- \$ 5.00 first renunciation
- \$ 3.00 each renunciation after first

**RENUNCIATIONS/DEATH CERTIFICATE**

- USE** renunciation/bond/death certificate/proof form if waiting on renunciation or original of any documents
- Add note to Bluestone "notes" (Forms/renunciation-bond-proof form )
- PAPERWORK REVIEWED BEFORE** applicant signs, especially Application this applies to paperwork that is emailed or handed out for completion.
- ALL e-mail for this matter (in and out) is placed in our docket file with notes on "notes" tab.

TODAY'S DATE: \_\_\_\_\_

Surrogate's Court docket number SLM-2018-\_\_\_\_\_

ESTATE OF:

**( as it appears on the Death Certificate)**

a/k/a: \_\_\_\_\_ a/k/a: \_\_\_\_\_

Legal domicile at time of death: \_\_\_\_\_

Township of: \_\_\_\_\_ (mailing address)

If the mailing address for the decedent is other than Salem Co., on Bluestone case tab add the Salem County Twp in parenthesis after the city

Example: City: Bridgeton (Alloway Twp.) Example: City: Newfield (Upper Pittsgrove Twp.)

is estate represented by legal counsel?  yes  no

Name: \_\_\_\_\_

➤ Add attorney information on last page of this form

**Marital status of decedent and other information: ✓**

- Married
- Widowed
- Single, Never Married
- Divorced
- Certified Domestic Partnership
- Civil Union
- Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Date of Death: \_\_\_\_\_

**ADMINISTRATOR AD PROSEQUENDUM(S):** (legal name, mailing address & phone number)

- Ask - the legal name** of the person to be appointed
- Is the applicant a corporation? If so, use corporate POA

SEE: AAA-Bluestone/bluestone instructions/corporate parties tab

**Administrator Ad Pros One:** \_\_\_\_\_

Relationship to decedent: \_\_\_\_\_

Address: Mailing – include apartment number: \_\_\_\_\_

County of residence: \_\_\_\_\_

Phone Number: (      ) \_\_\_\_\_

Cell Phone: (      ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

- Administrator is or was an attorney at law: Surrogate staff to indicate on parties tab
  - is or was an attorney  is NOT an attorney
- Attorney acting as fiduciary (right click on name in parties tab and select "attorney at fiduciary")
- completed (staff - application to reflect "office is located" not "residing at")

**Administrator Ad Pros Two:** \_\_\_\_\_

(if joint application)

**Ask – the legal name** of the person to be appointed

Address-Mailing-include apartment number \_\_\_\_\_

County of residence: \_\_\_\_\_

Phone Number: (        ) \_\_\_\_\_

Cell Phone: (        ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Administrator is or was an attorney at law: Surrogate staff to indicate on parties tab  
 is or was an attorney     is NOT an attorney

**ASSET TAB IN BLUESTONE:**

Type: ↓ Litigation     Description: wrongful act of ?     Location: including county & state  
 The death of the decedent was the result of:

(ex. Automobile accident)

Which occurred in \_\_\_\_\_  
 (location of accident, including county & state)

Name of defendant: \_\_\_\_\_

Address of defendant: \_\_\_\_\_

Name of defendant: \_\_\_\_\_

Address of defendant: \_\_\_\_\_

Name of defendant: \_\_\_\_\_

Address of defendant: \_\_\_\_\_

**Next of Kin:** Begin with spouse, then children, (include age of minors) (guardian of minor children), stepchildren, etc. If none, include parents and/or siblings.  
 List exactly how related to the decedent. (Example: Jane Doe, stepchild is the decedent’s spouses’ child – John Doe, nephew is the child of the decedent’s deceased brother, Jim Doe.)

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| <b>A. Children of Decedent</b>  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| <b>B. Children of decedent from PRESENT marriage:</b>                     | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| <b>C. Children of decedent-previous relationship-not child of spouse?</b> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| <b>D. Children of surviving spouse-stepchild of decedent?</b>             | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| <b>E. Children of deceased children?</b>                                  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| <b>F. Stepchildren</b>  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

Name – Relationship to Decedent, Address, Age if Minor, Renouncing? (use reverse side or additional sheet if necessary.)

- Name:** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Address/County:** \_\_\_\_\_ **Age** \_\_\_\_\_

\_\_\_\_\_  minor  RENOUNCING

**2.**  
**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address/County:** \_\_\_\_\_ **Age** \_\_\_\_\_  
\_\_\_\_\_  minor  RENOUNCING

**3.**  
**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address/County:** \_\_\_\_\_ **Age** \_\_\_\_\_  
\_\_\_\_\_  minor  RENOUNCING

**4.**  
**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address/County:** \_\_\_\_\_ **Age** \_\_\_\_\_  
\_\_\_\_\_  minor  RENOUNCING

**5.**  
**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address/County:** \_\_\_\_\_ **Age** \_\_\_\_\_  
\_\_\_\_\_  minor  RENOUNCING

**6.**  
**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address/County:** \_\_\_\_\_ **Age** \_\_\_\_\_  
\_\_\_\_\_  minor  RENOUNCING

**PAYMENT:**    Cash       Check       Money Order       Attorney Escrow

**Attorney:** \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**ESTATE NOTES – Surrogate’s staff add all notes and reminders to Bluestone**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3B:10-11 Administration ad prosequendum on death by wrongful act**

The surrogate’s court of the county wherein an intestate resided at his death, or, if the intestate resided outside the State, the surrogate’s court of the county wherein the accident resulting in death occurred, or the Superior Court, may grant letters of administration ad prosequendum to the person entitled by law to general administration. An administrator ad prosequendum shall not be required to give bond.

*L.1981, c. 405, § 3B:10-11, eff. May 1, 1982.* NJ Estate and Probate Law 2016

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