

Dear Citizen:

I have compiled an information packet to assist you in your duties as Executor. Due to COVID-19 restrictions as to in-person meetings you may not have received the packet normally given with your paperwork and, due to its volume, the pamphlet cannot be mailed. Please visit the Salem County Surrogate's Court website for the informational literature. Enter in search engine: Salem County Surrogate Surrogate.salemcountynj.gov

I hope the information is helpful, but please remember, nothing can replace the sound advice of an attorney and/or accountant when one has to deal with the more difficult areas of settling an estate.

Best wishes to you as we all navigate these difficult times.



NICKI A. BURKE, SURROGATE

Probate Informational Guide

Below items are either included in your pamphlet or available on the Salem County Surrogate's website located: surrogate.salemcountynj.gov or enter Surrogate of Salem County in web browser.

- Last, Will & Testament - Copy of the probated will (the original is retained with the Surrogate's Court.)
 - Letters Testamentary – Attached to the front of the will copy are Letters Testamentary. Retain the Letters Testamentary with your records as this is proof of the date of probate of the will and the date of your appointment as Executor.
 - Executor Short Certificate(s): _____ Used to show your authority as the executor of the estate and your authority to transfer assets, pay debt, etc. Please note that a Short Certificate is dated, some institutions may not accept s short certificate after 30 days from issuance.
 - Judgment for Child Support Lien Against Net Proceeds of Settlement; Priority
 - Receipt of Probate filing fee was previously provided
 - Receipt of Probate filing fee:
 - Receipt-other: _____
 - Trust Clause: Pursuant to the Trust created in this will, please advise the Trustee to contact our office for signature of the Trust documents.
 - Notice of Probate & Proof of Mailing
 - Previously provided to you with the initial application documents.
 - Included in Probate Informational Pamphlet
 - View on our Salem County Surrogate's Court website under the "Forms" tab.
- N.J. state law (Rule 4:80-6) requires the executor give notice of the probated will. Please see the "Notice of Probate and Proof of Mailing" information packet included in this pamphlet for the filing procedure and statutory filing fees.

Note: Source—R.R. 4:99-7; former R. 4:80-8 amended and rule redesignated June 29, 1990 to be effective September 4, 1990. New Jersey Rules of Court 2020 – reviewed 02/14/20 nab

VIEW ON THE SALEM COUNTY SURROGATE'S COURT WEBSITE IF NOT ENCLOSED:

Refunding Bond & Release – As a courtesy, provided is a sample form of a Refunding Bond and Release. See the sample for additional information. Please make the appropriate number of copies that you will need for all heirs/beneficiaries to complete the estate. You should have one Refunding Bond for each individual who is receiving money or assets from the estate. A refunding bond must include: (a) the name of the beneficiary, (b) beneficiary address, (c) the asset type/total, (d) signed by the beneficiary (obligor) in the presence of a Notary Public, who must include their required notary information as required by their state laws.

Important Information and Reminders

A Citizens Guide To Frequently Asked Questions Regarding Wills...

Personal Records Handbook

View on New Jersey Motor Vehicle Commission website:

New Jersey Motor Vehicle Commission Information

www.state.nj.us/mvc/vehicles/transowner.htm

View on New Jersey Unclaimed Property website:

New Jersey Unclaimed Property pamphlet

www.unclaimedproperty.nj.gov

Am I entitled to compensation for acting as Executor or Administrator? See N.J.S. 3B:18-14

Generally commissions on all corpus received by the fiduciary may be taken as follows:

5% on the first \$200,000.00 of all corpus received by the fiduciary;

3.5% on the excess over \$200,000.00 up to \$1,000,000.00;

2 % on the excess over \$1,000,000.

1% of all corpus for each additional fiduciary provided that no one fiduciary shall be entitled to any greater commission than that which would be allowed if there were but one fiduciary involved.

L.1981, c. 405, § 3B:18-14, eff. May 1, 1982. Amended by L.1983, c. 394, § 1, eff. Dec. 14, 1983; L.2000, c. 29, § 1, eff. June 16, 2000.
Estate and Probate Law 2020 See 3B:18-13 for Income commissions

ARE YOU PREPARED?

Do you have a Power of Attorney, Last Will & Testament, Living Will, a/k/a a medical directive? It is always advised to seek legal counsel for the preparation of the above documents and the assistance of legal counsel and/or an accountant in the preparation of estate documents.

Please visit the below sites for additional information and helpful literature such as our Personal Records Handbook and sample forms such as Refunding Bond and Release and Notice of Probate of Will & Proof of Mailing, etc.

Website: www.surrogate.salemcountynj.gov

E-Mail: surrogate@salemcountynj.gov

Facebook: Surrogate of Salem County

Twitter: @NickiABurke2

Also please note website information on our forms may not be current – always visit the websites for the most current information.