

NICKI A. BURKE, Surrogate
Salem County Surrogate's Court

APPLICANT - Probate fact sheet

applicant sign document in Surrogate's office and Surrogate will issue

OR

pick-up of documents for signature, take to Notary, and return for filing:

applicant will pickup OR attorney will pickup

Surrogate issued documents mailed to: applicant OR attorney

Required to initiate the Probate process:

Last Will & Testament-original signature document, cannot be a copy: if not delivering, you are advised to send via FedEx, UPS, certified/registered mail. It is never advised to send via regular mail due to the possibility of losing the original.

Certified Certificate of Death

Probate filing fee, payable to Salem County Surrogate - contact our office for fee Information. Payment is via check, money order, or cash-debit/credit not yet accepted.

Decedent:

Last: _____

First: _____

Middle: _____

Suffix: _____

a/k/a for decedent – other names assets may be titled in:

a/k/a _____

a/k/a _____

domicile at time of death - mailing address: _____

township of: _____ county of: _____

number of Executor Short Certificates requested: _____

Marital status of decedent & other information:

married

widowed

single, never married

divorced

certified domestic partnership

civil union

NJ Real Property yes No

tangible personal asset sheet for filing? yes no

CODICIL, if one, include the original document

1. Executor: via Will OR court order:

Name: _____

relationship to decedent, if any: _____

age: _____ (must be 18 or older)

phone: (_____) _____

cell: (_____) _____

address (mailing) _____

county of residence: _____

e-mail: _____

applicant is Not an attorney-at-law

applicant is currently or was previously an attorney-at-law

is executor divorced from the decedent no yes

do you have a divorce decree that addresses probate of the will no

yes, if yes, please provide a copy of the divorce decree

2. Co-Executor: via Will OR court order:

Name: _____

relationship to decedent, if any: _____

age: _____ (must be 18 or older)

phone: (_____) _____

cell: (_____) _____

address (mailing) _____

county of residence: _____

e-mail: _____

applicant is Not an attorney-at-law

applicant is currently or was previously an attorney-at-law

is executor divorced from the decedent no yes

do you have a divorce decree that addresses probate of the will no

yes, if yes, please provide a copy of the divorce decree

Use a separate sheet if Will lists more than two Executors

If any named Executor in the Will chooses to renounce their right for appointment of Executor, list name(s) below. Our office will prepare the renunciation(s) for signature.

Name: _____

Name: _____

List all next of kin /beneficiaries/charities, etc.: Begin with spouse & children (guardian of minor children) Include stepchildren. If none of the above, include parents and/or siblings. Indicate if they will be renouncing (*use reverse side or additional sheet if necessary.*)

- children of decedent from PRESENT marriage:
- children of decedent-previous relationship-not child of spouse?
- children of surviving spouse-stepchild of decedent?
- children of deceased children?
- stepchildren

is a beneficiary developmentally disabled? yes no

does the decedent own any real property? yes no

does the decedent own real property in another county or state?
 yes no

Location of real estate in other county or state: _____

Name-relationship to decedent, address, age if minor, renouncing
(*use reverse side or additional sheet if necessary.*)

Name: _____
Relationship to decedent _____
Age if a minor _____
address & county: _____

Name: _____
Relationship to decedent _____
Age if a minor _____
address & county: _____

Name: _____
Relationship to decedent _____
Age if a minor _____
address & county: _____

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Relationship to decedent _____
Age if a minor _____
address & county: _____

Name: _____
Relationship to decedent _____
Age if a minor _____
address & county: _____

Name: _____
Relationship to decedent _____
Age if a minor _____
address & county: _____

Name: _____
Relationship to decedent _____
Age if a minor _____
address & county: _____

Is an Attorney representing the estate?

Attorney: _____
Firm: _____
address: _____
phone: (_____) _____
e-mail: _____

NOTES:

Nicki A. Burke
Salem County Surrogate's Court Judge
Deputy Clerk to the Superior Court
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