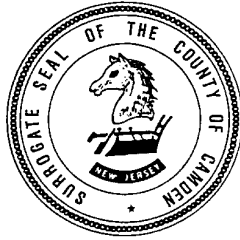


**SURROGATE'S COURT  
CAMDEN COUNTY**

**Michelle A. Gentek-Mayer**  
SURROGATE

**Cheryl N. Austin**  
DEPUTY SURROGATE



509 Lakeland Road  
Blackwood, New Jersey 08012  
(856) 225-7282  
(856) 225-7562 fax

[www.camdencounty.com](http://www.camdencounty.com)

May 2022

Dear Sir/Madam:

This letter will outline what documents are needed to begin your probate proceedings. Our court is open by appointment which you may schedule via the home page for the Camden County Surrogate at <https://www.camdencounty.com/service/surrogate-court/> or our online portal <https://camconj.powerappsportals.us/scheduling/>. You may also mail documents by regular mail, Fed Ex or UPS to the main office: Camden County Surrogate Court, 509 Lakeland Road, Blackwood, NJ 08012 or **hand deliver** to our secure drop box at the same location. The drop box is a large **PURPLE MAILBOX** located to the right of the main door. Pick up is daily.

Attached is the Estate Information Sheet **which must** accompany your documents.

**PROBATE (Will): Please submit:**

- The **ORIGINAL WILL** you wish to probate.
- The death certificate **WITH A RAISED SEAL** for the decedent.
- An invoice will be sent to you for services rendered.
- A copy of your personal identification as **EXECUTOR (such as drivers license)**
- List of names and addresses of all immediate next of kin.
- **Telephone number and email address for follow-up questions.**

**ADMINISTRATION (No Will): Please submit:**

- The **original** death certificate **WITH A RAISED SEAL** for the decedent.
- A copy of your personal identification as **ADMINISTRATOR (such as drivers license)**
- List of names and addresses of all immediate next of kin.
- An invoice will be sent to you for services rendered.
- **List of all assets in the decedent's name ONLY, along with their dollar value.** If this includes Real Estate, we will need the fair market value (if accessible). If a mortgage is outstanding on the property, we will need a copy of the statement showing the balance due.
- Motor Vehicles – we need the make, model and approximate mileage for each vehicle.
- **Telephone number and email address for follow-up questions.**

**PLEASE ALLOW A FEW DAYS, AFTER SUBMISSION OF YOUR DOCUMENTS FOR  
THE COURT TO CONTACT YOU.**

**CAMDEN COUNTY SURROGATE COURT**  
**509 Lakland Road**  
**Blackwood, NJ 08012**  
**ESTATE INFORMATION SHEET**

Decedent's Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_ SS# \_\_\_\_\_

Name, **your Relationship to Decedent** and Address of Executor/Administrator (no will):

\_\_\_\_\_

Address \_\_\_\_\_

Telephone/Email \_\_\_\_\_

Names of Next of Kin	Relationship	Address	Age of Minors
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Will \_\_\_\_\_ No pages \_\_\_\_\_

**List of Assets of Decedent and Value**

\_\_\_\_\_

\_\_\_\_\_

**Estimated Value of Probate Estate:** \_\_\_\_\_

Attorney's

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone/Email \_\_\_\_\_

**FOR USE AS FACT SHEET TO BE MAILED OR BROUGHT ALONG WITH A CERTIFIED DEATH  
CERTIFICATE, ORIGINAL WILL AND CODICIL (if applicable)**

**IF NO WILL A LIST OF ALL DEBTS AND ASSETS WITH THEIR VALUE ALONG WITH A CERTIFIED  
DEATH CERTIFICATE MUST BE MAILED OR BROUGHT TO THE OFFICE**

**PLEASE ALLOW A FEW DAYS AFTER SUBMISSION FOR THE COURT TO CONTACT YOU.**