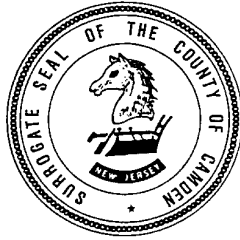


**SURROGATE'S COURT
CAMDEN COUNTY**

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

Dear Sir/Madam:

This letter will outline what documents are needed to begin your probate proceedings, during this time the Court is closed to the public. You can mail documents to the main office: Camden County Surrogate's Court, 509 Lakeland Road, Blackwood, NJ 08012 or deliver to our drop box which is at the same location. The drop box is a large **PURPLE MAILBOX** located to the right of the main door and pick up is daily. Since we are unable to assist you in person, all correspondence must be through the mail, email or drop box.

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

PROBATE (Will): Please submit:

- The **ORIGINAL WILL** you wish to probate.
- The original death certificate **WITH A RAISED SEAL** for the decedent.
- An invoice will be sent to you for services rendered.
- Copy of your personal identification as **EXECUTOR (such as driver's 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.
- Copy of your personal identification as **ADMINISTRATOR (such as driver's 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'S COURT
509 Lakeland Road
Blackwood, NJ 08012
856 225-7282

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 NOTE THAT ONCE DOCUMENTS ARE SUBMITTED TO THE COURT, WE WILL BE IN CONTACT WITH
YOU BY MAIL, PHONE OR EMAIL.**

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