

Notice of Probate / Proof of Mailing Instructions

As Executor/Executrix and/or Personal Representative of the Decedent you are responsible to notify in writing **all Beneficiaries** and **all Next of Kin** that a Will has been probated. (This **does** include all immediate Next of Kin even if they are not named as Beneficiaries in the Will.)

This action must be taken within 60 Days from the date of Probate.

Notice of Probate-

- Fill out the Notice of Probate form.
- Make sure to list all the names and addresses of the Beneficiaries and Next of Kin in the appropriate space.
- The Notice of Probate, attached hereto, contains a statement that a copy of the Last Will and Testament will be provided to all the Beneficiaries and all the Next of Kin upon request.
- Make a copy of the Notice of Probate for all the Beneficiaries and all the Next of Kin of the Decedent.
- Mail the copy of the Notice of Probate to all the Beneficiaries and all the Next of Kin of the Decedent. **This does not need to be certified mail.**

Proof of Mailing-

- Fill out the Proof of Mailing form after you have mailed all the Beneficiaries and all the Next of Kin of the Decedent a copy of the Notice of Probate.

Filing Notice of Probate/Proof of Mailing with Surrogate's Office-

- Send the **original** Notice of Probate and the **original** Proof of Mailing to our office within 10 days of the mailing.

Surrogate's Office
PO Box 177
Woodbury, NJ 08096

- **Please include a check for \$10.00 for our filing fee.** Please make the check payable to the "Gloucester County Surrogate Court."

Note: If a Beneficiary or Next of Kin under the Will does not have a known address, the Notice of Probate described above must be published in a newspaper of general circulation in the county naming or identifying those persons as having a possible interest of the probate estate.

Note: Should a charity be mentioned in the Will you must also notify the Attorney General's Office at:

NJ Attorney General's Office
Attn: Charitable Trust Section
Hughes Justice Complex – CN 112
Trenton, NJ 08625

Warning: This memo is not intended as a comprehensive list of the rights, duties and obligations of an Executor/Executrix and /or Personal Representative of the Decedent whose Will is being probated and is only provided to you as a courtesy by the Gloucester County Surrogate's office.

4:80-6. Notice of Probate of Will

Within 60 days after the date of the probate of a will, the personal representative shall cause to be mailed to all beneficiaries under the will and to all persons designated by R. 4:80-1(a)(3), at their last known addresses, a notice in writing that the will has been probated, the place and date of probate, the name and address of the personal representative and a statement that a copy of the will shall be furnished upon request. Proof of mailing shall be filed with the Surrogate within 10 days thereof. If the names or addresses of any of those persons are not known, or cannot by reasonable inquiry be determined, then a notice of probate of the will shall be published in a newspaper of general circulation in the county naming or identifying those persons as having a possible interest in the probate estate. If by the terms of the will property is devoted to a present or future charitable use or purpose, like notice and copy of the will shall be mailed to the Attorney General.

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.

State of New Jersey
Gloucester County Surrogate's Court

In the Matter of the Estate of

, Deceased } **NOTICE OF PROBATE OF WILL**

State of New Jersey

}

County of Gloucester

To: (List names and addresses of Next of Kin and Beneficiaries and mail a copy to each.)

PLEASE TAKE NOTICE that the Will of _____

was probated by Giuseppe Chila, Surrogate of Gloucester County, in Woodbury,

New Jersey on _____, 20_____.

The undersigned Executor/Executrix will furnish you with a copy of the said Will upon request.

Executor/Executrix

Dated:

State of New Jersey
Gloucester County Surrogate's Court

In the Matter of the Estate of

, Deceased } **PROOF OF MAILING**

State of New Jersey

}

County of Gloucester

I, _____, do hereby certify the following;

1.) I am the Executor/Executrix under the Will of _____, Deceased

(Or- I am the Administrator/Administrix with the Will annexed of the Estate of

_____, Deceased.)

2.) _____, 20____ I mailed to all the Next of Kin and all the beneficiaries a copy of the notice attached hereto, sending them to their last known addresses.

Executor/Executrix

Dated: