

## Notice of Probate/ Proof of Mailing Instructions

As Executor 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. You also have the option of forwarding them a copy of the Will. The Will is public record in the Surrogate's Office when probate is completed.
- Make a copy of the Notice of Probate for all the Beneficiaries and all the Next of Kin of the Decedent.
- Mail or hand deliver 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 sent by certified mail.***

### Proof of Mailing

- Fill out the Proof of Mailing form after you have mailed the Notice of Probate to 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.

Atlantic County Surrogate  
1201 Bacharach Blvd.  
Atlantic City, NJ 08401

Atlantic County Surrogate  
5911 Main St.  
Mays Landing, NJ 08330

- **Include a check for \$10.00** made payable to the "Atlantic County Surrogate" for our filing fee.

**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, such as The Atlantic City Press 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 of the Decedent whose Will is being probated and is only provided to you as a courtesy by the Atlantic County Surrogate's office.

# State of New Jersey Atlantic County Surrogate's Court

In the Matter of the Estate of \_\_\_\_\_ :

\_\_\_\_\_  
, Deceased.:

**PROOF OF MAILING**  
Docket No.

STATE OF NEW JERSEY                    )  
COUNTY OF ATLANTIC                 )

I, \_\_\_\_\_, do hereby certify to the following:

1. I am the **Executor** under the Will of \_\_\_\_\_, deceased.
2. On \_\_\_\_\_ 20 \_\_\_\_\_, I mailed to all next of kin and to all beneficiaries named in the Will of \_\_\_\_\_ a copy of the Notice of Probate attached hereto, by sending the said Notice to their last known addresses.

**X** \_\_\_\_\_  
**Executor's Name:**

In the Matter of the Estate of

, Deceased.

**NOTICE OF  
PROBATE OF WILL**

Docket No.

TO: (List names and addresses of next of kin and beneficiaries named in the Will and mail copy to each.)  
(Attach additional sheets if necessary)

| Name | Address (city, state, zip) | Relation |
|------|----------------------------|----------|
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PLEASE TAKE NOTICE that the Will of \_\_\_\_\_ was probated by **James Curcio**, Surrogate of **Atlantic** County, New Jersey on \_\_\_\_\_ (DATE).

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

**X** \_\_\_\_\_  
**Executor's Name:**  
**Address:**