

James S. LaCorte
Surrogate of Union County Information Sheet

A Death Certificate is needed to prepare paperwork

IS DECEDENT A RESIDENT OF UNION COUNTY ?

PLEASE PRINT OR TYPE This information to be used to:

Probate Will _____ Administration _____ (Asset page needed)

ESTATE OF: _____ SOCIAL SECURITY # _____
Deceased/Minor

ADDRESS: _____ CITY/TOWN: _____

Age at Death _____ Date of Will or Codicil _____ Date of Death _____

Marital Status [] Married [] Married ___ times [] Widowed [] Never Married
[] Divorced [] Certified Domestic Partnership

of Children [] Son(s) [] Daughter(s) [] None
[] Children from previous marriage [] Children of Deceased Children

Value of Estate _____ (In decedents name alone)

Name(s) & Address(es) of Executor, Administrator or Guardian: **List Relationship**

Name Address City/State Phone # (mandatory)

Next of Kin: Begin with spouse and children (mother of minor children). If none, include parents and/or siblings. Indicate if they will be renouncing (use reverse side if necessary) Use additional sheet if necessary.

Name **Relationship** Address Age if Check if
Minor Renouncing

Self Proving Will: Yes No If NO, Names(s) and Addresses of Witenesse(s) who will proof:

of Certificates Needed _____ Method of Payment: Cash, check / Attorney Charge # _____

Name, Address & Phone # of Attorney:

IF TRUSTS ARE ESTABLISHED (by the will): THEY MUST CONTAIN THE NAMES OF THE TRUST(S) AND ALL BENEFICIARY INFORMATION. USED ADDITIONAL SHEETS IF NECESSARY

Name(s) of Trusts:

Trustee Info: Names Addresses Phone #

Beneficiary Info: Names Addresses Beneficiary Interest

Additional Next of Kin: Continued from 1st page. Age if
Name Relationship Address Minor Renunciation

A FULL 48 HOUR NOTICE MUST BE GIVEN TO PREPARE PAPERS

Additional Correspondence may be addressed to:

James S. LaCorte, Surrogate of Union County

Union County Court House

2 Broad Street, Elizabeth, New Jersey 07207

Phone - 908-527-4280 Fax – 908-351-9212

www.unioncountynj.org/surrogate

ALL INFORMATION SHEETS MUST BE ACCOMPANIED BY A

COPY OF THE WILL AND DEATH CERTIFICATE.

ALL ADMINISTRATIONS MUST BE ACCOMPANIED BY AN

ASSET PAGE

In the Matter of the Estate of:

Docket #

File Date

To be used for Administrations of Estates by applicant:

Name	Relationship
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Applicants should be able to obtain a Surety Bond before becoming the Administrator

Marital Status of decedent	Married	Widowed	Divorced	Single
		Married _____ times	Civil Union	

Relations		Son(s)	Daughter(s)	Mother	Father
Children of decedent but not surviving spouse: <i>(previous relationship)</i>					
Grandchildren, children of deceased children			Child of:		

Please list all the assets of the estate. Personal property, name of bank and account #'s,
You will receive one certificate for each asset listed.

Cash, banks, bonds, stock, IRA's without a beneficiary

Account name	Account #	Amount

Real Estate, list address and market value of the property.

Household effects: Automobiles, jewelry and other assets with significant value.

Debts of Estate: Funeral Expenses, Medical Bills, Taxes,

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Sworn and subscribed to before me this _____ day of _____, 20

Special Probate Clerk or Notary Public

Applicant



The Union County Surrogate's Court

Who can apply for Administration

The Laws in the State of New Jersey define who has the first right to apply for Administration of an estate.

General administration is used when a resident of New Jersey dies intestate (without a will). It is the duty of the heir or the person desiring original letters of administration to make application to the Surrogate of the county in which the intestate **resided** at death.

For intestate estates, heirs according to the statute of descent and distribution have priority

- (a) spouse or civil union partner
- (b) adult children of the decedent
- (c) guardian of minor issue first entitled, if no surviving spouse or adult children
- (d) decedent's parents
- (e) brothers and sisters
- (f) grandparents
- (g) aunts and uncles
- (h) stepchildren
- (i) creditors (after 40 days)

PROCEDURE FOR APPOINTMENT OF ADMINISTRATOR

The applicant should appear in the Surrogate's Office with:

Proof of death

A detailed list of the assets in the deceased's name.

An estimate of the amount owing for debts and taxes.

Names & addresses of next of kin (heirs at law).

You will be interviewed by a probate clerk to obtain the necessary information on the estate and who is entitled to appointment, after which the clerk shall prepare the following for signature .

Application for administration

Affidavit of estate assets

Qualification / Authorization

Bond *

Renunciations or proof of notice

Verification of child support law

Request to seal death certificate

*A surety bond may be required on the estate; this is like an insurance policy. The bond will be set by the Surrogate when the assets of the estate are determined.

When filling out the information sheet, be sure to list heirs according to relationship. If the deceased was married with children of the same union and no children from previous relationships you only need to list spouse and children. If there were no children, parents of decedent get listed. If there were children of the decedent from another relationship they must be listed. We need to know the addresses of all the next of kin and if any of them are under the age of 18.