

Instruction for completing Information sheet

PLEASE RETURN INFORMATION SHEET WITH A COPY OF THE WILL AND DEATH CERTIFICATE. WE CANNOT ENTER ANYTHING UNTIL WE RECEIVE THE DEATH CERTIFICATE.

LIST ALL NEXT OF KIN, in order of relationship. Begin with spouse and children if there are no children include the names of the parents. If there is no spouse, children or parents, list the names of sibling or other distant relationship.

IF THIS IS AN ADMINISTRATION Please fill out the asset page. The asset page must include the name of the asset, eg: bank, make and model of vehicle, the account or identification number with the market value. For real estate include the complete address and the market value of the property.

If you require an evening appointments (at one of our host communities) please indicate that on your correspondence or cover sheet. Make sure you include a daytime phone number where you can be reached in case we have any questions.

Send all the necessary papers to the Union County Surrogate, 2 Broad Street, Elizabeth, NJ or fax them to our office at 908-351-9212.

If you have any question please or need help completing the information call the Surrogate Office at 908-527-4280 and ask to speak to a probate clerk.