

QUEENS COUNTY SURROGATE'S COURT

88-11 Sutphin Boulevard
Jamaica, NY 11435
qnsurr-info@nycourts.gov

To Whom it May Concern:

You have been served with an order to show cause to give you notice about a matter that has been commenced in the Queens County Surrogate's Court. In order to limit potential COVID-19 exposure, **PHYSICAL PRESENCE AT THE COURTHOUSE IS EXTREMELY LIMITED AT THIS TIME.**

THEREFORE:

IF YOU DO NOT OPPOSE any of the relief requested, you do NOT need to contact the Court. No further action is required.

IF YOU OPPOSE any of the relief requested, you or an attorney on your behalf, **MUST** complete an **Order to Show Cause Response Form**. This form must be received by the Court prior to the date listed on the order to show cause.

The **OTSC Response Form** should be completed on-line at the following website:
<http://ww2.nycourts.gov/courts/11jd/surrogates/CITATIONRESPONSE.shtml>

Attorneys must also file a **Notice of Appearance** with the Court using the Court's e-filing system (NYSCEF).

If a Order to Show Cause Response Form is timely received, you will be notified by the Court of a date and time to participate in a conference utilizing "Skype for Business" teleconferencing software. **ATTORNEYS AND SELF-REPRESENTED PARTIES MUST DOWNLOAD SKYPE FOR BUSINESS SOFTWARE AND BE PROFICIENT IN ITS USE IN ORDER TOPARTICIPATE IN VIRTUAL CONFERENCING.** Complete information and instructions about how to obtain and utilize "Skype for Business" is found at this website:
<https://portal.nycourts.gov/>

NOTE: A COMPLETED ORDER TO SHOW CAUSE RESPONSE FORM MUST BE RECEIVED PRIOR TO THE DATE LISTED ON THE ORDER TO SHOW CAUSE FOR A CONFERENCE TO BE SCHEDULED.