

QUEENS COUNTY SURROGATE'S COURT

PROBATE CITATION / OTSC RESPONSE FORM

All required information can be provided quickly and securely online at

<http://ww2.nycourts.gov/courts/11jd/surrogates/CITATIONRESPONSE.shtml>

Otherwise, you may complete this form in its entirety and mail it to:

Queens Surrogate's Court
88-11 Sutphin Blvd
Jamaica NY 11435
Attn: Probate Dept.

You must obtain proof of mailing if this option is chosen and keep it with a copy of this form.

PLEASE PROVIDE ALL OF THE FOLLOWING REQUIRED INFORMATION:

Estate Name: _____

File No.: _____

Your Name: _____

Address: _____

E-Mail Address* _____

Phone Number* _____

***DO NOT LEAVE BLANK AS ALL COMMUNICATION WILL BE BY E-MAIL OR SKYPE FOR BUSINESS**

Any questions should be directed to qnssurr-probate@nycourts.gov

YOU WILL BE NOTIFIED BY THE COURT WITHIN SEVEN (7) DAYS **AFTER THE RETURN DATE SET FORTH IN THE CITATION** REGARDING THE DATE AND TIME OF THE CONFERENCE TO BE HELD IN THIS PROCEEDING.