

## Local Practices:

- Mandatory e-filing implemented October 21, 2020.  
Protocols: <http://ww2.nycourts.gov/sites/default/files/document/files/2020-10/Protocol.pdf>
- A family tree is required in all estates.  
Form: <https://www.nycourts.gov/LegacyPDFS/FORMS/surrogates/pdfs/familytree.pdf>
- Divorce Decrees regarding all decedent's former spouses, who are still living, are required in all estates. Certificates of Divorce are acceptable and can be obtained from County Clerk.
- Voluntary Administrations - pre-paid envelopes addressed to all interested parties are required.
- Administrations/Administration CTA - A receipted funeral bill OR consent to no bond from the undertaker is required. A consent to no bond by the attorney of record is required. An affidavit of assets and debts is required.  
Forms: <http://ww2.nycourts.gov/courts/6jd/broome/Surrogate/Forms.shtml>
- Returned Documents - Pre-paid self addressed envelopes for all documents to be returned are required (i.e. certificates of appointment, certified copies of documents, others upon request).
- Corrections are made by filing an amended document or an affidavit to amend a document.
- The Court reserves the right to request any document that the Surrogate deems necessary to make determination on any proceedings before the Court.