

SURROGATE’S COURT – RICHMOND COUNTY  
CITATION  
THE PEOPLE OF THE STATE OF NEW YORK,  
By the Grace of God Free and Independent,

TO \_\_\_\_\_

A petition having been duly filed by \_\_\_\_\_, who is domiciled at \_\_\_\_\_

YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate’s Court, Richmond County, at 18 Richmond Terrace Staten Island, New York, on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o’clock in the \_\_\_\_\_ noon of that day, why a decree should not be made in the estate of \_\_\_\_\_, lately domiciled at \_\_\_\_\_ in the County of \_\_\_\_\_, New York, granting Letters of Administration upon the estate of the decedent to \_\_\_\_\_ or to such other person as may be entitled there to.

(State any further relief requested)

**No personal appearance will be permitted on the return date of the citation. The return date will be held by electronic submission through electronic filing or paper written submission through the United States Postal mail. Therefore, that pursuant to the Richmond County Surrogate’s Court “Notice to Cited Parties,” any response to the citation shall be sent prior to the return date of the citation to Richmond County Surrogate’s Court either by e-mail to [richsurreal@nycourts.gov](mailto:richsurreal@nycourts.gov), electronic filing, or by postal mail to 18 Richmond Terrace, Staten Island, New York 10301.**

Dated, Attested, and Sealed \_\_\_\_\_,  
20\_\_\_\_\_

(Seal)

\_\_\_\_\_  
HON. MATTHEW J. TITONE  
Surrogate

\_\_\_\_\_  
Chief Clerk – Ronald M. Cerrachio

Name of Attorney for Petitioner

Tel. No. \_\_\_\_\_

Address of  
Attorney

Note: This citation is served upon you as required by law. You are not required to respond. However, if you fail to respond to this citation in writing by mail, electronic mail, or electronic filing, it will be assumed you do not object to the relief requested. You have a right to have an attorney-at-law respond for you.