



Richmond County Surrogate's Court

18 Richmond Terrace
Staten Island, New York 10301
(718) 675-8500

Hon. Matthew J. Titone
Surrogate
Eva Marie Cusack, Esq.
Law Clerk

Ronald Cerrachio
Chief Clerk
Jane E. Stilwell
Deputy Chief Clerk

RICHMOND COUNTY SURROGATE'S COURT NOTICE TO CITED PARTIES

To whom it may concern:

You have been served with a citation for a matter that is on the Richmond County Surrogate's Court calendar. The Unified Court System has established "Virtual Chambers" in order to continue to serve the public and court users, while maintaining safe protocols by limiting personal interaction and potential COVID-19 exposures. All interactions involving the court shall be conducted by electronic means and by United States mail, unless extenuating circumstances exist.

The return date for the citation is stated on the document. If you do not object to the relief requested, you do not need to contact the court. However, if you object to the relief requested on the citation, please respond to the court in writing before the return date listed on the citation. Any and all written objections must be stated in a sworn, notarized document.

Written responses may be provided by e-mail to richsurrcal@nycourts.gov or by US mail, to the address listed above. If the court does not receive a written response from you or your attorney prior to the return date listed on the citation, it will be presumed that you consent to the relief requested in this matter.

If you or your attorney notifies the court in writing that you object, the court will mark this matter "contested." If an attorney appears on your behalf, the attorney should file a notice of appearance with the court and an authorization to appear on your behalf by using court's e-filing system (NYSCEF). After receiving notice from you or your attorney, the court will issue a litigation scheduling order which will include your deadline for filing verified written objections, in the form required by law, along with the proper filing fee payable to the Richmond County Surrogate's Court.

If you have questions regarding the procedure for responding to this citation, you may contact the court at the phone number listed above. However, the court is prohibited from providing you with legal advice. The court may only provide you with procedural information. If you have questions regarding the specific proceeding you are being cited for, you may contact the attorney listed at the bottom of the citation.

Very truly yours,
Richmond County Surrogate's Court



Richmond County Surrogate's Court

18 Richmond Terrace
Staten Island, New York 10301
(718) 675-8500

Hon. Matthew J. Titone
Surrogate
Eva Marie Cusack, Esq.
Law Clerk

Ronald Cerrachio
Chief Clerk
Jane E. Stilwell
Deputy Chief Clerk

RICHMOND COUNTY SURROGATE'S COURT NOTICE TO PETITIONER ON SERVICE OF THE CITATION

To whom it may concern:

When serving the attached citation, you must also serve the "Notice to Cited Parties" and the "Order for Alternate Service and Appearance Rules," and any necessary proceeding documents on all cited parties.

No personal appearance will be made on the return date of the citation. Please review the "Notice to Cited Parties" for further instruction.

Service will be made not less than twenty (20) days before the citation return date, by USPS Express Mail (otherwise known as Priority Mail), Certified Mail or Registered Mail, or any form of special delivery service set forth in SCPA 103 (35-a), 103(36), and 103(37-a), except that mailings that request return receipts shall not be allowed.

Proof of service shall consist of an affidavit of mailing that includes tracking numbers and proof of delivery of this Order, the Citation and the Richmond County Surrogate's Court Notice for Cited Parties, along with any other necessary documents (e.g., the will, the account summary), which shall be filed with the court on or before the second day preceding the return date, in accordance with 22 NYCRR 207.7(c).

The Unified Court System has established "Virtual Chambers" in order to continue to serve the public and court users, while maintaining safe protocols by limiting personal interaction and potential COVID-19 exposures. All interactions involving the court shall be conducted by telephone, electronic means and/or by United States mail, unless extenuating circumstances exist.

Very truly yours,
Richmond County Surrogate's Court