

At a Surrogate's Court held in and for the County of Richmond, at Staten Island, New York on this \_\_\_ day of \_\_\_\_\_, 2020.

PRESENT: HON. MATTHEW J. TITONE,  
SURROGATE

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IN THE MATTER OF THE ESTATE OF

\_\_\_\_\_ ,

Deceased.

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**ORDER FOR ALTERNATIVE  
SERVICE AND APPEARANCE  
RULES**

By Direction of the Surrogate:

In accordance with the executive and administrative orders in effect and in response to public safety concerns due to the COVID-19 pandemic, the court has determined that personal service of the citation is impracticable. Pursuant to its authority under SCPA 307(3), the court directs that all those cited in this proceeding be served by an alternative method of service of process. Therefore, it is hereby

ORDERED, that no in-person appearances will be permitted on the return date of the citation; and it is further

ORDERED, that the return date of the citation will be held by electronic submission through electronic filing or by paper written submission through the United States postal mail; and it is further

ORDERED, that the petitioner will serve the citation and the Richmond County Surrogate's Court Notice for Cited Parties, on all parties named in the citation and on any

attorney who has appeared to date, regardless of their status as domiciliaries or natural persons, 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; and it is further

ORDERED, 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 [richsurrca@nycourts.gov](mailto:richsurrca@nycourts.gov), electronic filing, or by United States postal mail to 18 Richmond Terrace, Staten Island, New York 10301; and it is further

ORDERED, that 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).

Dated:

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**MATTHEW J. TITONE, Surrogate**