

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/Fonns.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).**
(Please keep in mind that most mailings of decree, letters testamentary and certificates costs approx. \$.20 more than the normal postage rate to mail out to you.)
- 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 a determination on any proceedings before the Court.
- Required Informal Closing Documentation for all Administration and Probate Matters:
 1. Either an Affidavit by Fiduciary OR an Attorney Affirmation
 2. Report of Estate Not Fully Distributed (22NYCRR 207.42)
 3. Receipts and Releases fully completed and notarized from all distributees.
- We will no longer be providing an informal closing order when these items are received unless one is requested by the attorney or the pro-se Executor or Administrator.
- Per the Office of Court Administrator, we are not allowed to accept personal checks. We accept credit cards - in person or efiled only, money orders, cashier check, business check or cash.