



Probating a Will

- The Executor needs to take the original Will and a certified death certificate to the Surrogates office in the County in which the deceased resided.
- A list of the full names and addresses of the closest surviving next of kin should be available.
- Some counties (Morris) require the completion of a Probate Form which includes the name and address of the decedent, the executors name and address, the names and addresses of the witnesses to the Will and the name and addresses of the heirs at law and next of kin. This form can be submitted electronically or via email.
- In some counties you simply appear at the Surrogates Office during business hours (Union, Essex) and some counties (Morris) require an appointment. Morris calls to set up an appointment after you submit the Probate form.
- Visit the website of the County Surrogate's Office where you will be probating the Will for location, business hours, appointments and what to bring.
- Make sure you have cash or a check for probate fees which averages \$100 - \$200. The check does not have to be an estate check but can also be a personal check.
- At the conclusion of your visit Short Form Letters Testamentary will be provided to you authorizing you as Executor to act on behalf of the Estate.
- You will be asked how many Letters Testamentary you will need. We recommend one for each financial account of the deceased plus 1 or 2 extras.

If you have any questions, please contact: **Kenneth G. Hydock, Esq., CPA, PFS, AEP**
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