

# Gloucester County Surrogate Court

## COVID-19 PROBATE OPERATING PROCEDURES

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Surrogate Giuseppe Chila

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During these difficult times I want you to know that the staff of the Gloucester County Surrogate are here to serve the public. Although the Courthouse is temporarily closed to the public, the Surrogate Court Hours of Operation are still being maintained by the staff from 8:30AM-4:30PM. To open a new estate please complete the fact sheet located on the Surrogate's website: [www.gloucestercountynj.gov/depts/s/surrogate/information/forms.asp](http://www.gloucestercountynj.gov/depts/s/surrogate/information/forms.asp)

We offer the following information to assist Gloucester County residents when suffering the loss of a loved one and must open an estate. Please feel free to contact the Surrogate Court at any time if you have any questions. I urge you to maintain social distancing, stay home, and together we will survive these trying times.

Surrogate Giuseppe Chila

### Electronic option of initiating probate

- Complete "Fact Sheet Online" located on Surrogate's Website and submit.
- Once the Fact Sheet is accepted, you will receive an email from a probate clerk with additional directions.
- Scan the Death Certificate and Last Will and Testament if applicable and return to Probate Clerk.
- Probate Clerk will open the estate and produce qualifying papers for the Executor to sign in front of a Notary. These papers and a bill will be emailed to the named Executor.
- Drop off the Original Will, Original sealed Death Certificate, and notarized qualifying papers and payment in the **Surrogate Drop Box**.
- Once all original documents are received and **if** everything is in order, the Surrogate will sign all documents accepting probate.
- Short Certificates, Letter of Testamentary, and copy of Last Will and Testament will be mailed to the Executor.

### Probate forms can be mailed or dropped off

- The Fact Sheet, Death Certificate, and Original Will may be mailed to the **Gloucester County Surrogate Court, PO Box 177, Woodbury, NJ 08096**.
- For your convenience, a locked "**Drop Box**" is located by the Surrogate Court's back entrance at **17 North Broad Street., Woodbury NJ 08096**.
- Dropped off in a secured/Ziplock bag the Fact Sheet, Original Death Certificate and Original Will. Please notify the Court immediately after items are placed in the drop box.
- Probate Clerk will open the estate and produce qualifying papers for the Executor to sign in front of a Notary. These papers and a bill will be mailed to the Executor.
- Drop off the notarized qualifying papers and payment in the **Surrogate Drop Box**.
- Once all original documents are received and **if** everything is in order, the Surrogate will sign all documents accepting probate.
- Short Certificates, Letter of Testamentary, and copy of Last Will and Testament will be mailed to the Executor.