

# **Notice of Probate / Proof of Mailing**

## **Instructions**

As Executor/Executrix and/or Personal Representative of the Decedent you are responsible to notify in writing **all Beneficiaries** and **all Next of Kin** that a Will has been probated. (This **does** include all immediate Next of Kin even if they are not named as Beneficiaries in the Will.)

*This action must be taken within 60 Days from the date of Probate.*

### **Notice of Probate-**

- Fill out the Notice of Probate form.
- Make sure to list all the names and addresses of the Beneficiaries and Next of Kin in the appropriate space.
- The Notice of Probate, attached hereto, contains a statement that a copy of the Last Will and Testament will be provided to all the Beneficiaries and all the Next of Kin upon request.
- Make a copy of the Notice of Probate for all the Beneficiaries and all the Next of Kin of the Decedent.
- Mail the copy of the Notice of Probate to all the Beneficiaries and all the Next of Kin of the Decedent. **This does not need to be certified mail.**

### **Proof of Mailing-**

- Fill out the Proof of Mailing form after you have mailed all the Beneficiaries and all the Next of Kin of the Decedent a copy of the Notice of Probate.

### **Filing Notice of Probate/Proof of Mailing with Surrogate's Office-**

- Send the **original** Notice of Probate and the **original** Proof of Mailing to our office within 10 days of the mailing.

Surrogate's Office  
PO Box 177  
Woodbury, NJ 08096

- **Include a check for \$10.00** made payable to the "Gloucester County Surrogate" for our filing fee.

**Note:** If a Beneficiary or Next of Kin under the Will does not have a known address, the Notice of Probate described above must be published in a newspaper of general circulation in the county naming or identifying those persons as having a possible interest of the probate estate.

**Note:** Should a charity be mentioned in the Will you must also notify the Attorney General's Office at:

NJ Attorney General's Office  
Attn: Charitable Trust Section  
Hughes Justice Complex – CN 112  
Trenton, NJ 08625

**Warning:** This memo is not intended as a comprehensive list of the rights, duties and obligations of an Executor/Executrix and /or Personal Representative of the Decedent whose Will is being probated and is only provided to you as a courtesy by the Gloucester County Surrogate's office. A copy of the New Jersey Court Rule pertaining to the Notice of Probate is attached hereto for reference purposes.

**State of New Jersey**  
**Gloucester County Surrogate's Court**

In the Matter of the Estate of

, Deceased } **NOTICE OF PROBATE OF WILL**

State of New Jersey

} ss.

County of Gloucester

To: (List names and addresses of Next of Kin and Beneficiaries and mail a copy to each.)

PLEASE TAKE NOTICE that the Will of \_\_\_\_\_

was probated by Helene M. Reed, Surrogate of Gloucester County, in Woodbury,

New Jersey on \_\_\_\_\_, 20\_\_\_\_\_.

The undersigned Executor/Executrix will furnish you with a copy of the said Will upon request.

\_\_\_\_\_  
Executor/Executrix

Dated:

**State of New Jersey**  
**Gloucester County Surrogate's Court**

In the Matter of the Estate of

, Deceased } **PROOF OF MAILING**

State of New Jersey

} ss.

County of Gloucester

I, \_\_\_\_\_, do hereby certify the following;

1.) I am the Executor/Executrix under the Will of \_\_\_\_\_, Deceased

(Or- I am the Administrator/Administrix with the Will annexed of the Estate of  
\_\_\_\_\_, Deceased.)

2.) \_\_\_\_\_, 20\_\_\_\_ I mailed to all the Next of Kin and all the  
beneficiaries a copy of the notice attached hereto, sending them to their last known addresses.

\_\_\_\_\_  
Executor/Executrix

Dated: