

STATE OF NEW YORK  
SURROGATE'S COURT: COUNTY OF \_\_\_\_\_ X

In the Matter of the Petition for Successor Letters Testamentary  
in the Estate of

**NOTICE OF PETITION FOR  
APPOINTMENT OF  
SUCCESSOR EXECUTOR**

a/k/a

File No. \_\_\_\_\_

Deceased. \_\_\_\_\_ X

Notice is hereby given that:

1. The Will of the above-named decedent was admitted to probate by the Surrogate's Court of \_\_\_\_\_  
County on \_\_\_\_\_, and Letters Testamentary were issued to \_\_\_\_\_,  
who on \_\_\_\_\_, [ ] died [ ] other (specify) \_\_\_\_\_.

2. The name (s) of the Successor Executor (s) of said Will is/are \_\_\_\_\_  
\_\_\_\_\_, whose  
address(es) is/are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The names and address of all persons and parties who are named in the will as fiduciaries or beneficiaries who have  
not appeared or have been served or waived service of process.

**NAME**

**MAILING ADDRESS**

**NATURE OF INTEREST  
OR STATUS**

**[Note: If serving infant 14 years of age or older, list and mail to infant as well as parent or guardian.]**

(USE ADDITIONAL SHEETS IF NECESSARY)

Date: \_\_\_\_\_, 20\_\_\_\_\_

**[Note: Notice of Petition for Appointment of Successor Executor may or may not be required in all  
counties. If Notice is required, complete Affidavit of Mailing.]**

Name of Attorney: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Address of Attorney: \_\_\_\_\_

AFFIDAVIT OF MAILING  
NOTICE OF PETITION FOR APPOINTMENT OF SUCCESSOR EXECUTOR

STATE OF NEW YORK                    )  
  ) ss.:  
COUNTY OF                            )

\_\_\_\_\_, residing at \_\_\_\_\_, being duly  
sworn, says that he/she is over the age of 18 years, that on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, he/she deposited in a post office box regularly maintained by the government of the United States in the  
\_\_\_\_\_ of \_\_\_\_\_, State of New York, a copy of the foregoing Notice of Petition for  
Appointment of Successor Executor contained in a securely closed postpaid wrapper directed to each of the persons named  
in said Notice at the places set opposite their respective names.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public  
Commission Expires:  
(Affix Notary Stamp or Seal)

Name of Attorney \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
Address of Attorney \_\_\_\_\_

**SUCCESSOR LETTERS TESTAMENTARY**

**File No.** \_\_\_\_\_

SURROGATE'S COURT - \_\_\_\_\_ COUNTY  
**CITATION**

THE PEOPLE OF THE STATE OF NEW YORK,  
By the Grace of God Free and Independent

TO:

A petition having been filed by \_\_\_\_\_, who is  
domiciled at \_\_\_\_\_,

YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate's Court, \_\_\_\_\_ County,  
at \_\_\_\_\_, New York, on \_\_\_\_\_ 20\_\_\_\_\_, at \_\_\_\_\_ o'clock in  
the \_\_\_\_\_ noon of that day, why a decree should not be made in the estate of \_\_\_\_\_  
lately domiciled at \_\_\_\_\_, directing that

[ ] Successor Letters Testamentary issue to \_\_\_\_\_.

Dated, Attested and Sealed,

HON. \_\_\_\_\_  
Surrogate

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
Chief Clerk

\_\_\_\_\_  
Attorney for Petitioner

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address of Attorney

**[NOTE: This citation is served upon you as required by law. You are not required to appear. If you fail to appear it will be assumed you do not object to the relief requested. You have a right to have an attorney appear for you.]**