

**SURROGATE’S COURT - NASSAU COUNTY  
ADMINISTRATION CITATION  
THE PEOPLE OF THE STATE OF NEW YORK,  
By the Grace of God Free and Independent**

**TO:**

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

**YOU ARE HEREBY CITED TO SHOW CAUSE** before the Surrogate’s Court, Nassau County, at the  
Nassau County Court House, 262 Old Country Road, Mineola, New York, 11501, 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 \_\_\_\_\_  
in the County of \_\_\_\_\_, New York, granting Letters of Administration upon the  
estate of the decedent to \_\_\_\_\_ or to such other person as may be entitled  
hereto. State any further relief requested: \_\_\_\_\_

Dated: Attested and Sealed,  
\_\_\_\_\_, 20 \_\_\_\_.

(Seal)

\_\_\_\_\_  
**HON. MARGARET C. REILLY, Surrogate**

\_\_\_\_\_  
**DEBRA KELLER LEIMBACH, Chief Clerk**

Name of Attorney for Petitioner \_\_\_\_\_ Tel. No. \_\_\_\_\_

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

**NOTICE: THIS CITATION IS SERVED UPON YOU IN ACCORDANCE WITH THE COURT’S ORDER DIRECTING ALTERNATIVE SERVICE OF  
PROCESS. NO IN-PERSON APPEARANCES SHALL BE HELD ON THE RETURN DATE OF THE CITATION. IF YOU WISH TO APPEAR TO  
ANSWER OR OBJECT TO THIS PROCEEDING, YOU MAY DO SO IN WRITING IN ACCORDANCE WITH THE ANNEXED NOTICE TO CITED  
PARTIES.**

**Note: 22 NYCRR 207.7 (c): Proof of Service shall be filed on or before the second day preceding the return date.**