

# NASSAU COUNTY SURROGATE'S COURT

## HON. MARGARET C. REILLY

### Surrogate



262 Old Country Road  
Mineola, New York 11501  
Telephone: 516-493-3800  
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### **NOTICE TO CITED PARTIES**

You have been served with a Citation for a proceeding that has been filed in the Nassau County Surrogate's Court. In order to limit potential COVID-19 exposure, there shall be no physical appearance permitted on the return date listed on the citation.

If you wish to appear, you must file in writing with the court and serve the petitioner a signed Appearance Form (pursuant to SCPA 401) prior to the return date of the Citation. (If represented by an attorney, the attorney shall sign, file and serve the Appearance Form). All signed Appearance Forms shall be sent to the Nassau County Surrogate's Court via email at [nassausur.citationresponse@nycourts.gov](mailto:nassausur.citationresponse@nycourts.gov) or by mail to 262 Old Country Road, Mineola, New York 11501 (Attn: Citation Response Dept.). If the court does not hear from you by the date set forth on the Citation, it will be presumed that you did not object to the relief requested.

If you or your attorney timely notifies the court in writing of your appearance, the matter will be marked "contested" by the court. After receiving notice from you or your attorney, the court will schedule a virtual conference through Microsoft Teams.

If you have questions regarding the procedure for responding to this Citation, you may contact the court at the email address listed above; however, the court is prohibited from providing you with legal advice and may only provide procedural information. If you have questions regarding the specific proceeding you are being cited for, you may contact the attorney or petitioner listed at the bottom of the Citation.