

**Suffolk County Surrogate's Court**  
**Updated Protocols**  
**Including Citations, Process Calendars, Conferences, Hearings and Trials**

**April 29, 2024 (effective June 1, 2024)**  
**(631) 852-1745**

1. The Surrogate's Court staff is available to answer questions during regular business hours. You may call (631)852-1745 to access our menu system or the telephone number of a specific department (Probate: 631-852-1725; Administration: 631-852-1714; Guardianship: 631-852-1735; Accounting: 631-852-1720; Miscellaneous: 631-852-1720; Cashier: 631-852-1730).
2. You may file original wills and death certificates in person at the Surrogate's Court, 320 Center Drive, Riverhead, New York.
3. Court records, with the exception of adoption and guardianship proceedings, are available on WebSurrogate. WebSurrogate provides information on estate proceedings and other filings within New York State Surrogate's Courts. It is a free service that allows you to search files, retrieve documents, and view historical records that are considered to be public information.
4. In-person appearances are required in the following matters:
  - (a) Process Calendar
  - (b) Orders to Show Cause,
  - (c) Orders to Attend and be Examined (SCPA 2103), and
  - (d) Orders to Compel Production of a Will

Virtual appearances may be permitted in the court's discretion.

Responsive pleadings shall be submitted through NYSCEF, if represented by counsel, or by mail or NYSCEF if unrepresented.

5. The court continues to give estates involving COVID-19 related deaths a priority (AO/115/20). Please alert the court by affidavit/affirmation if your proceeding involves a COVID-related death or other matter of urgency by contacting the Office of the Chief Clerk at [sufsur-chiefclerk@nycourts.gov](mailto:sufsur-chiefclerk@nycourts.gov).
6. In pending proceedings, Guardians ad Litem and Attorneys for the Child may schedule an appointment to review the file at the courthouse.
7. Conferences held by a member of the Law Department may be held in-person or by telephone or video. All video conferences will be conducted using Microsoft Teams.

We will work with you to set up a convenient time and method to hold the conference. Please call (631)852-1745 if you have any questions.

8. Motions are taken on submission unless oral argument is requested and granted. When filing motions, please be guided by the following:
  - a. All motions must be returnable on a Tuesday process day. Please see attached calendar for all process dates through the end of the year.
  - b. Motions must be e-filed – hand delivered papers will be deemed rejected and not considered.
  - c. All responding papers must be e-filed by noon on the date due.
  - d. Requests for adjournments should be received at least two business days prior to the return date.
  - e. Supporting Affirmations and Affidavits must be uploaded separately from exhibits.
  - f. In pending contested matters, counsel may request a telephone conference with all parties and the assigned law assistant prior to e-filing the application, especially if the motion relates to discovery.
  - g. We do not require working copies.
9. The court will call the process calendar at 9:30 a.m. Unless otherwise provided for in these protocols, or allowed and arranged in advance, all matters will be in person. Calendar markings will be posted on our website each week.
10. We have attached our local form of citation for various proceedings, which follows the official forms for use in Surrogate's Court Practice.
11. Service of process will follow the statutory provisions of Article 3 of the SCPA.
12. New contested matters will be subject to mandatory ADR and otherwise governed by the court's standard and customary procedures.
13. Matters referred to mediation through the court's mandatory Alternate Dispute Resolution (ADR) program will be referred to roster mediators, with an option for private mediation. (See separate protocols for information on mediation).
14. Orders to Show Cause with temporary restraints or other interim relief shall be filed with the court with sufficient notice to the respondent/adversary to permit them the opportunity to be heard. The applicant shall contact the court by phone (631-852-1745) to request permission to be heard. The Court will then determine the method of hearing this matter and notify parties accordingly.
15. Where a conference or hearing is being conducted via Microsoft Teams, the participants (counsel, parties, etc.) should enter the meeting fifteen (15) minutes prior to its scheduled time and be ready to proceed. Court matters conducted via Microsoft Teams are formal proceedings. Parties and counsel, if represented, should be guided accordingly.

COMPULSORY ACCOUNTING CITATION

File No: \_\_\_\_\_

SURROGATE'S COURT: SUFFOLK 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/are domiciled, or in the case of a corporation, its principal office, at \_\_\_\_\_  
\_\_\_\_\_.

YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate's Court, Suffolk County, at 320 Center Drive Riverhead, New York, on \_\_\_\_\_, 202\_\_, at \_\_\_\_ o'clock in the \_\_\_\_ noon of that day why \_\_\_\_\_ should not file his/her account and cause same to be judicially settled, and upon failure to file his/her account, with petition for judicial settlement, on the return date of citation, that the court issue an order requiring him/her to file an account in the estate of \_\_\_\_\_.

**[For additional relief pursuant to SCPA §2205 and §2206, check appropriate box]:**

upon failure to appear on the return date of process without satisfactory excuse therefore, or upon failure to file an account in the time and manner directed by the court, show cause why his/her letters should not be suspended and why the court should not appoint \_\_\_\_\_, an eligible person(s), as temporary fiduciary(ies) and to fix a trial date for a hearing on the removal of \_\_\_\_\_ whose letters have been suspended and for the appointment of \_\_\_\_\_, as Successor Fiduciary(ies).

if the fiduciary's letters are suspended or the fiduciary fails to account in the time and manner directed by the court, why the court should not fix a date for a hearing to take and state the fiduciary's account, in accordance with the proposed accounting attached to the petition, the summary statement of such account has been served herewith.

Dated, Attested and Sealed,

HON. VINCENT J. MESSINA, JR.  
Surrogate

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

\_\_\_\_\_  
Doreen A. Quinn, Chief Clerk

Attorney for Petitioner(s): \_\_\_\_\_ Telephone No.: \_\_\_\_\_

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.

ACCOUNTING CITATION

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

SURROGATE'S COURT - SUFFOLK COUNTY  
CITATION

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

TO

A petition and an account having been duly filed by \_\_\_\_\_, whose address is

\_\_\_\_\_

YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate's Court, \_\_\_\_\_  
County, at 320 Center Drive, Riverhead, New York, on \_\_\_\_\_, 202\_\_ at 9:30 o'clock in  
the forenoon of that day, why the account of \_\_\_\_\_, a summary of which has been  
served herewith, as \_\_\_\_\_, of the estate of \_\_\_\_\_  
should not be judicially settled.

(State any further relief requested)

Dated, Attested and Sealed,

HON. VINCENT J. MESSINA, JR.  
Surrogate

\_\_\_\_\_, 20\_\_\_\_  
(Seal)

\_\_\_\_\_  
Doreen A. Quinn, Chief Clerk

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

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

[Note: This citation is served upon you as required by law. You are not required to appear; however, 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, and you or your attorney may request a copy of the full account from the petitioner or petitioner's attorney.]

File # \_\_\_\_\_

**CITATION**  
THE PEOPLE OF THE STATE OF NEW YORK  
BY THE GRACE OF GOD, FREE AND INDEPENDENT,

**TO:** \_\_\_\_\_,  
\_\_\_\_\_, an infant over the age of 14 years, of \_\_\_\_\_, New York  
[List other parties]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

being persons interested as creditors, legatees, devisees, beneficiaries, distributees or otherwise of the estate of \_\_\_\_\_, deceased, who at the time of death resided at \_\_\_\_\_.

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

**YOU ARE HEREBY CITED TO SHOW CAUSE** before the Surrogate's Court, Suffolk County at 320 Center Drive, Riverhead, New York on \_\_\_\_\_, at \_\_\_\_\_ a.m.

**WHY** the account of the proceedings of \_\_\_\_\_ as Administrat \_\_\_\_\_ of the estate of \_\_\_\_\_, deceased, a copy of which is attached, should not be judicially settled, and

**WHY** the administrat \_\_\_\_\_ should not be empowered to compromise and settle a certain claim for wrongful death against \_\_\_\_\_ f or the sum of \$ \_\_\_\_\_ and to discontinue any claim for conscious pain and suffering, and

**WHY** the provisions in the limited Letters of Administration issued to the petitioner on \_\_\_\_\_, restraining the compromise or collecting upon the aforesaid claim and cause of action, should not be modified to permit said compromise, and

**WHY** the filing of a bond should not be dispensed with, and

**WHY** the defendant, \_\_\_\_\_, or defendant's insurance company, should not pay to \_\_\_\_\_, Esqs., out of the proceeds of the settlement for the claim for wrongful death, the sum of \$ \_\_\_\_\_ as and for attorneys' fees, together with disbursements in the sum of \$ \_\_\_\_\_, and

**WHY** the entire recovery of \$ \_\_\_\_\_ should not be allocated to the cause of action for decedent's wrongful death, and

**WHY** the balance of the settlement, to wit the sum of \$ \_\_\_\_\_, should not be distributed to those distributees having sustained a pecuniary loss as follows:

\_\_\_\_ % of the balance to \_\_\_\_\_ widow/widower of decedent;  
\_\_\_\_ % of the balance to \_\_\_\_\_, child of decedent; \_\_\_\_% of the  
balance to \_\_\_\_\_, child of decedent,

and

**WHY** the claim of \_\_\_\_\_ should not be rejected, as a nondistributee, and

WHY the claim of \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ should not be rejected, and

**WHY** upon payments as hereinbefore mentioned the said administrat\_\_\_\_\_ should not be permitted to execute and deliver general releases and all other necessary papers to the defendant, \_\_\_\_\_, or defendant's insurance company, releasing them from all claims against them arising out of the aforesaid action for wrongful death, together with any other papers necessary to effectuate the said compromise.

Dated, Attested and Sealed,

\_\_\_\_\_, \_\_\_\_\_

**HON. VINCENT J. MESSINA, JR.**  
**Surrogate**

(Seal)

\_\_\_\_\_  
Doreen A. Quinn, Chief Clerk

**A T T O R N E Y**

Name of Attorney: \_\_\_\_\_

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

Telephone Number of Attorney: \_\_\_\_\_

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

PROBATE CITATION

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

SURROGATE'S COURT - SUFFOLK COUNTY  
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, Suffolk County, at 320 Center Drive, Riverhead, New York, on \_\_\_\_\_ 20\_\_\_\_\_, at \_\_\_\_\_ o'clock in the forenoon of that day, why a decree should not be made in the estate of \_\_\_\_\_ lately domiciled at \_\_\_\_\_ admitting to probate a Will dated \_\_\_\_\_, (a Codicil dated \_\_\_\_\_) (a Codicil dated \_\_\_\_\_), a copy of which is attached, as the Will of \_\_\_\_\_ deceased, relating to real and personal property, and directing that

- Letters Testamentary issue to: \_\_\_\_\_
- Letters of Trusteeship issue to: \_\_\_\_\_
- Letters of Administration c.t.a. issue to \_\_\_\_\_

(State any further relief requested)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated, Attested and Sealed

\_\_\_\_\_, 20\_\_\_\_\_

HON. VINCENT J. MESSINA, JR.  
Surrogate

\_\_\_\_\_  
Doreen A. Quinn, 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 the right to have an attorney appear for you.]

GUARDIANSHIP CITATION

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

SURROGATE'S COURT- SUFFOLK COUNTY  
17-A GUARDIANSHIP 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/are domiciled at \_\_\_\_\_

YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate's Court, Suffolk County, at 320 Center Drive, Riverhead, New York , on \_\_\_\_\_, 202\_\_ at \_\_\_\_\_ o'clock in the \_\_\_\_\_ noon of that day, why letters of guardianship of the

person  property  person and property  limited guardianship of the property of \_\_\_\_\_ should not be granted to \_\_\_\_\_;

why the appointment of \_\_\_\_\_ as Standby Guardian of the

person  property  person and property  limited guardianship of the property of \_\_\_\_\_ should not be granted;

why the appointment of \_\_\_\_\_ as First Alternate Standby Guardian of the

person  property  person and property  limited guardianship of the property of \_\_\_\_\_ should not be granted;

why the appointment of \_\_\_\_\_ as Second Alternate Standby Guardian of the

person  property  person and property  limited guardianship of the property of \_\_\_\_\_ should not be granted;

and why a hearing  should be held  should not be held;

and why the appearance of Respondent  should be  should not be required at the hearing;

and why the guardian(s) of the person should not be authorized and empowered to make all decisions with respect to the medical and dental needs of the Respondent and to render consent to any medical procedures which are necessary to the health and welfare of the Respondent, unless the court directs otherwise. A health care decision may include a decision to withhold or withdraw life-sustaining treatment as defined in Section 1750-b(1) of the Surrogate's Court Procedure Act.

**[State further relief requested]:**

Dated, Attested and Sealed,

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

**HON. VINCENT J. MESSINA, JR., Surrogate**

\_\_\_\_\_  
Doreen A. Quinn, Chief Clerk

Attorney for Petitioner(s): \_\_\_\_\_ 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 no object to the relief requested. You have the right to have an attorney appear for you.]  
GMD-7 (6/1/2024)



ADMINISTRATION CITATION

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

SURROGATE'S COURT - SUFFOLK COUNTY  
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, **Suffolk**  
County, at **320 Center Drive, Riverhead, New York**, on \_\_\_\_\_, 202\_\_ at 9:30 o'clock in  
the forenoon 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 thereto.

(State any further relief requested)

Dated, Attested and Sealed,

HON. VINCENT J. MESSINA, JR.  
Surrogate

\_\_\_\_\_, 20\_\_  
(Seal)

\_\_\_\_\_  
Doreen A. Quinn, Chief Clerk

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

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 the right to have an attorney appear for you.]