

QUEENS COUNTY SURROGATE'S COURT

ADMINISTRATION CITATION / OTSC RESPONSE FORM

All required information can be provided quickly and securely online at
<http://ww2.nycourts.gov/courts/11jd/surrogates/CITATIONRESPONSE.shtml>

Otherwise, you may complete this form in its entirety and mail it to:

Queens Surrogate's Court
88-11 Sutphin Blvd
Jamaica NY 11435
Attn: Administration Dept.

You must obtain proof of mailing if this option is chosen and keep it with a copy of this form.

YOU MUST PROVIDE ALL OF THE FOLLOWING INFORMATION:

Estate Name: _____

File No.: _____

Your Name: _____

Address: _____

E-Mail Address* _____

Phone Number* _____

***DO NOT LEAVE BLANK AS ALL COMMUNICATION WILL BE BY E-MAIL OR MICROSOFT TEAMS**

Any questions should be directed to qnssurr-admin@nycourts.gov

YOU WILL BE NOTIFIED BY THE COURT WITHIN SEVEN (7) DAYS **AFTER THE RETURN DATE SET FORTH IN THE CITATION** REGARDING THE DATE AND TIME OF THE CONFERENCE TO BE HELD IN THIS PROCEEDING.