

QUEENS COUNTY SURROGATE'S COURT

88-11 Sutphin Boulevard
Jamaica, NY 11435
qnssurr-info@nycourts.gov

To Whom it May Concern:

You have been served with a citation as required by law to give you notice about a matter that has been commenced in the Queens County Surrogate's Court.

IF YOU DO NOT OPPOSE any of the relief requested, you do NOT need to contact the Court. No further action is required.

IF YOU OPPOSE any of the relief requested, you or an attorney on your behalf, **MUST** complete a **Citation Response Form**. This form must be received by the Court prior to the date listed on the Citation.

The **Citation Response Form** should be completed on-line at the following website:

<http://ww2.nycourts.gov/courts/11jd/surrogates/CITATIONRESPONSE.shtml>

If a Citation Response Form is timely received, you will be notified by the Court of a date and time to participate in a conference utilizing "Microsoft Teams" teleconferencing software. **ATTORNEYS AND SELF-REPRESENTED PARTIES MUST DOWNLOAD MICROSOFT TEAMS SOFTWARE AND BE PROFICIENT IN ITS USE IN ORDER TO PARTICIPATE IN VIRTUAL CONFERENCING.** Complete information and instructions about how to obtain and utilize "Microsoft Teams" is found at this website:
<https://portal.nycourts.gov/>

NOTE: A COMPLETED CITATION RESPONSE FORM MUST BE RECEIVED PRIOR TO THE DATE LISTED ON THE CITATION FOR A CONFERENCE TO BE SCHEDULED.

ALSO Attorneys **MUST ADDITIONALLY** file a Notice of Appearance with the Court using the Court's e-filing system (NYSCEF).

****** THE MERE FILING OF A NOTICE OF APPEARANCE WITHOUT A CITATION RESPONSE FORM WILL RESULT IN THE MATTER BEING MARKED UNOPPOSED ON THE RETURN DATE ******