

INSTRUCTIONS FOR SEARCH ORDER TO EXAMINE
SAFE DEPOSIT BOX

OF A DECEASED PARTY BEING A RESIDENT OF
QUEENS COUNTY

The following items must be submitted:

- (1) Petition to Examine Safe Deposit box (signed and notarized)
- (2) Certified Death Certificate (with raised seal)
(If death is more than 30 days)
- (3) If Petitioner is Nominated Executor - A copy of the WILL must be submitted.
- (4) Order to Examine Safe Deposit Box (One order per Box)
- (5) Filing Fee
Petition \$20.00
Order 6.00 (Per. Order / per box)
\$26.00

IF YOU ARE PAYING BY CHECK
IT IS TO BE MADE PAYABLE TO
"CLERK OF THE SURROGATE'S COURT"

Said checks **MUST** BE
NY ATTY. CHECKS or CERTIFIED CHECKS or MONEY ORDER

- (6) Self-addressed **stamped** return envelope.
- (7) Forms must be typed, or neatly handwritten using black ink.

Counsel must submit by e-file.

If you do not have an attorney, you can mail or deliver the papers to:

SURROGATE'S COURT
QUEENS COUNTY
88-11 SUTPHIN BLVD.
ROOM 717
JAMAICA, NY 11435