

**INSTRUCTIONS FOR SEARCH ORDER TO EXAMINE**  
**APARTMENT OR HOME**  
**(WHICH HAS BEEN SEALED BY POLICE)**  
**OF A DECEASED PARTY BEING A RESIDENT OF**  
**QUEENS COUNTY**

The following items must be submitted:

- (1) Petition to Examine Apartment or Home (signed and notarized)
- (2) Certified Death Certificate (with raised seal) If death is MORE than 30 days  
NEED OTHER PROOF OF DEATH If death is LESS than 30 days
- (3) If Petitioner is Nominated Executor - A copy of the WILL must be submitted.
- (4) Order to Examine Apartment or Home
- (5) Filing Fee:

Petition	\$20.00
Order	<u>\$12.00</u>
	\$ 32.00

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 typewritten or neatly handwritten in 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