

**QUEENS COUNTY SURROGATE'S COURT**

**PROBATE 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: Probate Dept.

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

**PLEASE PROVIDE ALL OF THE FOLLOWING REQUIRED 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-probate@nycourts.gov](mailto:qnssurr-probate@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.