



Richmond County Surrogate's Court

18 Richmond Terrace
Staten Island, New York 10301
(718) 675-8500

Hon. Matthew J. Titone
Surrogate
Eva Marie Cusack, Esq.
Court Attorney Referee

Ronald Cerrachio
Chief Clerk
Jane E. Stilwell
Deputy Chief Clerk

RICHMOND COUNTY SURROGATE'S COURT NOTICE TO CITED PARTIES

To whom it may concern:

You have been served with a citation for a matter that is on the Richmond County Surrogate's Court calendar. The Unified Court System has established "Virtual Chambers" in order to serve the public and court users, implementing recommendations from the Commission to Reimagine the Future of New York's Courts. As such, certain interactions involving the court shall be conducted by electronic means and/or by mail unless extenuating circumstances exist.

The return date for the citation is stated on the document.

If you do not object to the relief requested, you do not need to appear or contact the court. You have the right to have an attorney respond for you. If an attorney appears on your behalf, the attorney should file a notice of appearance with the court and an authorization to appear on your behalf by using court's e-filing system.

However, if you object to the relief requested on the citation, please appear as indicated on the virtual calendar return date.

The appearance on the return date of the citation will occur by video conference through the Microsoft Teams application, and the video link or dial-in information may be found in the citation. If you do not appear either pro-se or represented by an attorney on the return date listed on the citation, it will be presumed that you consent to the relief requested in this matter.

If you or your attorney appears, the court will mark this matter "contested." After which, the court will issue a scheduling order which will include your deadline for filing verified written objections, in the form required by law, along with the proper filing fee payable to the Richmond County Surrogate's Court.

If you have questions regarding the procedure for responding to this citation, you may contact the court at the phone number listed above. However, the court is prohibited from providing you with legal advice. The court may only provide you with procedural information. If you have questions regarding the specific proceeding you are being cited for, you may contact the attorney listed at the bottom of the citation.

Very truly yours,
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RICHMOND COUNTY SURROGATE'S COURT NOTICE TO PETITIONER ON SERVICE OF THE CITATION

To whom it may concern:

When serving the attached citation, you must also serve the "Notice to Cited Parties" and the "Order for Alternate Service and Appearance Rules," and any necessary proceeding documents on all cited parties. The affidavit of service must indicate that the citation and above notice, order and any necessary proceeding documents were served as well.

Please review the "Notice to Cited Parties" for further instruction.

Service must be made, not less than twenty (20) days before the citation return date inside the United States, and not less than thirty (30) days before the citation return date outside the United States, by USPS Express Mail (otherwise known as Priority Mail), Certified Mail or Registered Mail, or any form of special delivery service set forth in SCPA 103 (35-a), 103(36), and 103(37-a), except that mailings that request return receipts shall not be allowed.

Proof of service shall consist of an affidavit of mailing that includes tracking numbers and proof of delivery of this Order, the Citation and the Richmond County Surrogate's Court Notice for Cited Parties, along with any other necessary documents (e.g., the will, the account summary), which shall be filed with the court on or before the second day preceding the return date, in accordance with 22 NYCRR 207.7(c).

The Unified Court System has established "Virtual Chambers" in order to serve the public and court users, implementing recommendations from the Commission to Reimagine the Future of New York's Courts. All interactions involving the court shall be conducted by telephone, electronic means and/or by United States mail, unless extenuating circumstances exist. The appearance on the return date of the citation will occur by video conference through the Microsoft Teams application, and the video link or dial-in information may be found in the citation.

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