



**SURROGATE'S COURT OF THE COUNTY OF NEW YORK**  
**ADMINISTRATION DEPARTMENT – ROOM 505**  
**31 CHAMBERS STREET**  
**NEW YORK, NY 10007**  
**(646) 386-5005**

**NOTICE TO CITED PARTIES**

You have been served with a citation for a matter that is scheduled to be heard at a New York County Surrogate's Court calendar. Please be advised that, at this time, this court is serving the public and court users primarily through virtual or electronic appearances; in-person appearances are limited at this time.

The citation that you have received contains a return date. **Please do not appear in the courthouse on that date.** The following choices are available to you:

- **If you do not object to the relief requested, you do not need to contact the court or do anything else.**
- **If you do object to the relief sought on the citation, you or your lawyer must send a document to the court signed by you or your lawyer indicating that:**
  - 1. You object to the relief and you wish to file a cross-petition requesting that Letters of Administration be granted to you or another person; OR**
  - 2. You are requesting the opportunity to appear remotely (by using Microsoft Teams) or by telephone conference, or in person; OR**
  - 3. You are requesting an adjournment to consult with or retain counsel.**

Your written response must be received by the court three (3) business days before the return date and must include either an email address or telephone number, or both, where you or your lawyer can be reached during business hours. Your communication to the court must be sent by email to: [Administration\\_General@nycourts.gov](mailto:Administration_General@nycourts.gov) and by mail addressed to the Administration Department of this court at the address listed above. The attorney for the petitioner must be copied in your communication.

If your written communication to the court indicates that you would like to proceed as described in choice number 1 above, your case may be referred to a court attorney-referee for a conference. The case will be adjourned to a future date, if you request the opportunity to appear in person or by electronic means or to consult or retain counsel (choices number 2 and 3).

**If you do not contact the court by the date on the citation, the record will reflect that you do not object to the relief requested.**

If an attorney plans to appear on your behalf, he or she must file a Notice of Appearance. This Notice must be filed by email to [Administration\\_General@nycourts.gov](mailto:Administration_General@nycourts.gov) and mail addressed to the Administration Department of this court at the address listed above or through the e-filing system (NYSCEF), at [www.nycourts.gov/efile](http://www.nycourts.gov/efile).

If you have questions about responding to the citation, you may contact the Administration Department at [Administration\\_General@nycourts.gov](mailto:Administration_General@nycourts.gov). Please note that court staff are prohibited from giving legal advice but they are available to answer any question about procedure.