

**SURROGATE'S COURT OF THE COUNTY OF NEW YORK**  
**ADMINISTRATION DEPARTMENT - ROOM 505**  
**31 CHAMBERS STREET**  
**NEW YORK NY 10007**  
**(646) 386-5005**  
[www.nycourts.gov](http://www.nycourts.gov)

**COURT FEES**

(Partial fee schedule; for full schedule, see SCPA 2402)

Fees for filing petitions for Letters of Administration and  
Ancillary Letters of Administration are based on the value of the estate:

<u>Value of Estate</u>	<u>Fee Rate</u>
Less than \$ 10,000	\$ 45.00
10,000 but under 20,000	75.00
20,000 but under 50,000	215.00
50,000 but under 100,000	280.00
100,000 but under 250,000	420.00
250,000 but under 500,000	625.00
500,000 and over	1,250.00

The fee for filing a Small Estate Affidavit is \$ 1.00

The fee for filing a petition for Letters of Administration d.b.n. is \$ 45.00

The fee for filing a Petition to Amend Letters of Administration, if any, is based on the amended value of the estate, reduced by the fee previously paid.

•Fees may be paid by Cash, Credit-Debit, Money Order, Bank or Attorney's Check (No Personal Checks) and are paid in Room 506 after seeing the Administration Clerk. Make checks/money orders payable to: Surrogate's Court, New York County.

•The Letters or Certificates issued by the Court upon the completion of the proceeding will be automatically mailed to you if you submit a self-addressed stamped envelope with the petition (business size - 2 stamps).

The fee for a Certificate of Letters is \$6.00 (each)

•A Certificate of Letters is valid for 6 months and can be purchased at any time after an Administrator is appointed (see Cashier/Certificates Dept.-room 506). They can also be pre-paid\* for at the time of filing the petition (\*self-addressed stamped envelope is required).