

Local Practices:

- Mandatory e-filing implemented October 21, 2020.
Protocols: <http://ww2.nycourts.gov/sites/default/files/document/files/2020-10/Protocol.pdf>
- A family tree is required in all estates.
Form: <https://www.nycourts.gov/LegacyPDFS/FORMS/surrogates/pdfs/familytree.pdf>
- Divorce Decrees regarding all decedent's former spouses, who are still living, are required in all estates. Certificates of Divorce are acceptable and can be obtained from County Clerk.
- **Voluntary Administrations - pre-paid envelopes addressed to all interested parties are required.**
- Administrations/Administration CTA - A receipted funeral bill OR consent to no bond from the undertaker is required. A consent to no bond by the attorney of record is required. An affidavit of assets and debts is required.
Forms: <http://ww2.nycourts.gov/courts/6jd/broome/Surrogate/Fonns.shtml>
- **Returned Documents - Pre-paid self addressed envelopes for all documents to be returned are required (i.e. certificates of appointment, certified copies of documents, others upon request).**
(Please keep in mind that most mailings of decree, letters testamentary and certificates costs \$0.87 to mail out to you.)
- Corrections are made by filing an amended document or an affidavit to amend a document.
- The Court reserves the right to request any document that the Surrogate deems necessary to make determination on any proceedings before the Court.
- Acceptable forms of Payments: Business Check, Bank Check, Money Order, Credit Card/Debit Card with a fee and Cash paid in office. ***NO PERSONAL CHECKS ARE ACCEPTED***