



Nassau County Surrogate's Court

262 Old Country Rd

3rd Floor

Mineola, NY 11501

(516)493-3800 Fax: (516)493-3382

DEBRA KELLER LEIMBACH

Chief Clerk

August 12, 2019

Claude Simon
71 Tonjes Road
Calicoon NY 12723

Re: Estate Of Vicki R.C. Simon File# 2019-1564

Dear Fiduciary:

The court has recently appointed you to act as a fiduciary for the estate of the decedent named above. This letter is not your "Letter of Appointment". It is sent to help you during this difficult time and to advise you of some of your obligations, some of which may have to be met within a limited period of time as prescribed by law.

You are to collect all of the assets of the estate and keep an accurate record of them, including any income received. It will also be necessary to keep an accurate record of all expenditures. You need to determine whether any estate taxes will be due, and if so, pay them on time. You may wish to seek professional advice with regard to these duties.

An inventory of assets must be filed with the court within six months of the date of your appointment, or nine months from the date of death where an estate tax return will be filed.****An inventory of assets must be filed with the court within nine months of the date of your appointment. The inventory of assets must be completed in its entirety and must include the attorney's name and address (if applicable). No refunds will be distributed to any party other than the payee reflected on the receipt in the court's records. If the decedent's estate includes firearms, a separate Firearms Inventory Form must be filed. A copy of said form must also be filed with the Division of Criminal Justice Services, Alfred E. Smith Building, 80 South Swan Street, Albany, New York 12210.

The decedent's creditors have at least seven months to file claims for debts of the decedent. No distribution of assets should be made to beneficiaries until you have paid or set aside sufficient funds to pay administration expenses, taxes, and claims.

It may be necessary to file a personal income tax return for the decedent for the year in which he or she died. It also may be necessary or advisable for you to file fiduciary income tax returns for the estate and you may need to seek professional help in the preparation of income tax returns.

If limitations have been placed on your Letters, you must abide by those limitations or risk possible sanctions by the court.

The purpose of this letter is to acquaint you with some of your responsibilities as a fiduciary. Please consult with your attorney to ensure that you fulfill your obligations.

Very truly yours,

A handwritten signature in cursive script, reading "Debra Keller Leimbach", is positioned above the printed name and title.

Debra Keller Leimbach
Chief Clerk

Surrogate's Court of the County of Nassau

On the Date Written Below LETTERS OF ADMINISTRATION were granted by the Surrogate's Court of Nassau County, New York as follows:

File #: 2019-1564

Name of Decedent: **Vicki R.C. Simon**
AKA **Vicki Claireaux Simon**

Date of Death: 09-30-2018

Domicile: **Nassau County**

Type of Letters Issued: **LETTERS OF ADMINISTRATION**

Fiduciary Appointed: **Claude Simon**
71 Tonjes Road
Calicoon NY 12723

Limitations: The above named Administrator is hereby restrained from selling, mortgaging, leasing or otherwise encumbering REAL PROPERTY of the decedent other than 6 Edwards Lane, Glen Cove, New York 11542 without first applying to this Court for fixation and filing of adequate bond, and is further restrained from collecting any personal assets in excess of \$800,000.00 without first applying to this Court for fixation of amount of bond.

THESE LETTERS, granted pursuant to a decree entered by the court, authorize and empower the above-named fiduciary or fiduciaries to perform all acts requisite to the proper administration and disposition of the estate/trust of the Decedent in accordance with the decree and the laws of New York State, subject to the limitations and restrictions, if any, as set forth above.

Dated: August 12, 2019

IN TESTIMONY WHEREOF, the seal of the Nassau County Surrogate's Court has been affixed.

WITNESS, Hon Margaret C. Reilly, Judge of the Nassau County Surrogate's Court



Debra Keller Leimbach, Chief Clerk

These Letters are Not Valid Without the Raised Seal of the Nassau County Surrogate's Court

NOTICE: Attention is called to the provision of Sec. 11-1.6 of Estates, Powers and Trusts law and Sec. 719 of the Surrogate's Court Procedure Act, which makes it a misdemeanor and a cause for removal for a fiduciary to deposit or invest estate funds in his individual account or name. All funds must be deposited in the name of fiduciary and to the credit of the estate. Sec 708 and Sec 711 of the Surrogate's Court Procedure Act provide that if the address of the fiduciary changes they shall promptly notify the court of the new address and that failure to do so within thirty (30) days after such such change may result in the suspension or revocation of letters.

**Surrogate's Court of the State of New York
Nassau County**

File#: 2019-1564

Certificate of Appointment of Administrator

IT IS HEREBY CERTIFIED that Letters for the Estate of the Decedent named below have been granted by this Court, and such Letters are unrevoked, are valid and are in full force as of this date.

Name of Decedent: **Vicki R.C. Simon**
aka Vicki Claireaux Simon

Date of Death: September 30, 2018

Domicile: Nassau County

Fiduciary Appointed: **Claude Simon**
71 Tonjes Road
Calicoon NY 12723

Letters Issued: LETTERS OF ADMINISTRATION

Letters Issued On: August 12, 2019

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Mineola, New York

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WITNESS, Honorable Margaret C. Reilly, Judge of the Nassau County Surrogate's Court.



**Debra Keller Leimbach, Chief Clerk
Nassau County Surrogate's Court**

This Certificate is Not Valid Without the Raised Seal of the Nassau County Surrogate's Court and expires 6 months from the issue date of this certificate, unless otherwise stated above.

C20 (Rev. 1/07)

Certificate# 243089

**Surrogate's Court of the State of New York
Nassau County**

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**Debra Keller Leimbach, Chief Clerk
Nassau County Surrogate's Court**

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SURROGATE'S COURT OF THE STATE OF NEW YORK
COUNTY OF NASSAU

In the Matter of

Vicki R.C. Simon

Deceased.

**TO BE FILLED OUT BY FIDUCIARY or
ATTORNEY FOR**

Total Estate Assets (see below)*

Filing fee SCPA 2402(7)

Filing fee initially paid

Balance (Refund) Due

INVENTORY OF ASSETS (Rule 207.20)

File No: 2019-1564

The undersigned, a fiduciary or attorney for the fiduciary of the above Decedent's estate, certifies that the following constitutes the gross estate for tax purposes and identifies whether non-estate assets exist. Complete below according to the following value categories:

Category A - under \$10,000; Category B - \$10,000 to under \$20,000; Category C - \$20,000 to under \$50,000;
Category D - \$50,000 to under \$100,000; Category E - \$100,000 to under \$250,000;
Category F - \$250,000 to under \$500,000; Category G - \$500,000 or over.

Date of Death: 9/30/2018 Date of Letters: 8/12/2019 Type of Letters: Letters Of Administration

Name of Fiduciary(ies) and, if changed, fiduciary(ies) address: _____

**ASSETS INDIVIDUALLY OWNED BY DECEDENT
OR PAYABLE TO ESTATE**

CATEGORY

1. Real Estate
2. Stocks and Bonds
3. Insurance Payable to Estate
4. IRAs, 401Ks Payable to Estate
5. Mortgages or Notes Held by Decedent
6. Cash
7. Miscellaneous
8. Firearms

(Check appropriate box)

- ☐ Yes - See attached Firearms Inventory form
☐ None

***TOTAL ESTATE ASSETS**

NON-ESTATE ASSETS - CHECK YES OR NO TO EACH OF THE FOLLOWING:

9. Living Trust ☐ Yes ☐ No
If yes, set forth the Name of the Trustee(s) _____
10. Gifts in Excess of Federal Annual Exclusion
Made Within 3 Years of Decedent's Death ☐ Yes ☐ No
11. Jointly Held Property (Real or Personal) ☐ Yes ☐ No
12. Insurance Payable to Beneficiary ☐ Yes ☐ No
13. IRAs, 401K's Payable to Beneficiary ☐ Yes ☐ No
14. Annuities ☐ Yes ☐ No
15. Powers of Appointment ☐ Yes ☐ No
16. Cause(s) of Action Pending ☐ Yes ☐ No
If yes, identify Court and Index Number _____

Certified to be true on the _____ day of _____, 20____

Signature

Attorney's Name

Print Name

Attorney's Address & Telephone No: _____

In The Matter of the Estate of

FIREARMS INVENTORY

Deceased.

FILE NUMBER

Name of Fiduciary or Attorney: _____
(Address, if changed): _____

	Make:	Model:	Caliber or Gauge:	Serial #:	Valuation:
1					\$
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
			TOTAL: (as indicated in section F2 of Inventory of Assets)		

☐ (mark box if more entries are necessary - and attach extra pages)

ATTORNEY

Certified to be true on _____, 20____

Name: _____

Address: _____

Telephone: _____

Signature

Print Name

A copy of this Inventory must also be filed with DCJS at:

*Division of Criminal Justice Services
Alfred E. Smith Building
80 South Swan Street
Albany, NY 12210*

Firearms Inventories filed with the Surrogate's Court will be kept in a secure location separate from the estate file and will be made available for inspection only to persons interested in the proceeding and their counsel, unless otherwise ordered by the Court.