

Nassau County Surrogate's Court  
262 Old Country Road, Mineola NY 11501  
Attention: Administration department  
phone: 516-493-3777  
fax: 516-493-3382

Date: 6/19/19

INFORMATION DUE - after filing

Estate of VICKI R C Simon

File number 2019 - 1564

The file number is on your receipt. Please include the file number on all documents. Do not staple your documents.

- Copy of Funeral Bill -CLEARLY showing "paid in full" or showing a \$0 balance
- Self addressed stamped envelope- Always required when filing
- Bond in the sum of 540,000.00 PLUS \$30 filing fee X
- Affidavit of assets and liabilities to fix, reduce or dispense with bond
- Affidavit of Heirship/ Family tree affidavit - to be done by a disinterested person [not an immediate family member of the sole distributee Uniform Rules §207.16(c)]
- Affidavit of Delay
- Affidavit of due diligence

  

- Proposed order to dispense with service - see attached
- Notice to Consul General
- Notice of Administration to
- Citation / Supplemental Citation upon
- Renunciation, Waiver & Consent from
- Copy of Green Card of
- Photocopy of Marriage Certificate
- photocopy of most recent mortgage statement for property - should show principal balance
- Copy of most recent tax assessment for property - please print page showing assessed value - mynassauproperty.com
- Your Objections must be verified and served on all parties who appeared. Please file your original objections, original affidavit of service of objections and filing fee of **\$75** (No personal checks accepted) (Money orders, certified checks, attorney checks, cash and Visa & Mastercard are accepted) \* credit cards are only accepted in person and you must have a photo ID
- Affirmation or affidavit to amend petition

  

- Amended petition due - must be verified -you must also file an affirmation with the amended petition that lists the changes being made**

  

- Other

  

- As of May 2018 you're required to use new forms (Attached). Don't use these forms again. Please file an affidavit signed by petitioner stating they're not a convicted felon and a New Oath and Designation with new language