Docket No.: _____

State of New Jersey
Essex County Surrogate's Court

ALTURRICK KENNEY
SURROGATE

495 Dr. Martin Luther King, Jr. Blvd.
2nd Floor Room 212
Newark, NJ 07102
Phone: 973-621-4900
Fax: 973-621-2654

DEVERO D. MCDOUGAL
DEPUTY SURROGATE

In the matter of the Estate of:

_____, Deceased

AKA: _____

} **APPLICATION**
ADMINISTRATION

Applicant (s) _____ ,

residing at _____SSN:_____ of full age, being duly sworn, says:

1. Decedent died intestate on _____ and, on said date of death, had a legal residence of _____ in the County of Essex and State of New Jersey.

2. Decedent left surviving spouse, heirs at law and next of kin, the following persons *(include parents and siblings of decedent if decedent had no spouse and/or children; if any of decedent's children are deceased, list the children of deceased children)* :

Name	**Relationship To Decedent**	**Residence**	**Age of Minors**

3. There are no other next of kin and all the foregoing are of full age except as indicated.

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Wherefore, the Applicant(s) requests judgment granting Letters of Administration to Applicant(s).

STATE OF NEW JERSEY
COUNTY OF ESSEX } ss.

Applicant(s), being duly sworn according to law, did upon their oath, say that the matters and things set forth in the within application are true to the best of their knowledge and belief, that to the best of their knowledge the decedent died without a valid Will, and that the value of the entire estate, for the administration of which this application is made, does not exceed the sum of $_____.

Sworn and subscribed before me on
_____/_____/ 20_____

_____
Signature

_____
Notary Public or Attorney at Law

My Commission Expires: _____
Affix Seal

Attorney of Record:

_____
_____
_____
_____

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In the matter of the Estate of:

_____, **Deceased**

AKA: _____

} **POWER OF ATTORNEY ADMINISTRATOR**

KNOW ALL MEN BY THESE PRESENTS, that I, _____ residing at _____ _____, pursuant to the provisions of Revised Statutes 3B:14 - 47 do hereby make, constitute and appoint Alturrick Kenney, Surrogate of the County of Essex, in the State of New Jersey, and their successors in office, my true and lawful attorney upon whom may be served any and all process affecting the aforesaid estate, or any interest therein, whereof I am the Administrator/trix.

And I do further agree that any process against the aforesaid estate, so served, shall be of the same force and effect as if duly served upon me within this State.

In Witness Whereof, I have hereunto set my hand and seal this_____/___/____.

_____
Signature
Copy of government issued picture I.D.

STATE OF NEW JERSEY
COUNTY OF ESSEX } ss.

BE IT REMEMBERED, that on this,_____/____/____, before me, the subscriber, a Notary Public/Attorney at Law of New Jersey, personally appeared_____who I am satisfied is the person named in they signed, sealed and delivered the said power of attorney as their voluntary act and deed, for the uses and purposes therein expressed.

_____
Notary Public/Attorney at Law of the State of New Jersey

My Commission Expirees_____

Affix Seal

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In the matter of the Estate of:

_____, Deceased

AKA: _____

}

ADMINISTRATOR QUALIFICATION

_____, the Administrator/rix(s), in the annexed writing named, being duly sworn on oath, says, the within named, deceased, died without a Will as far as they know and verily believe; that they will well and truly administer all and singular the goods, chattels and credits which were of said deceased at the time of death, that have or shall come to their possession or knowledge, or to the possession of any other person or persons for their use; and that they will make and exhibit unto the Surrogate's Office of the County of Essex, a true and perfect inventory of all and singular the goods, chattels and credits, and render a just and true account of the administration; and that said intestate died on _____.

_____
Signature

Subscribed and Sworn to before me on
____/____/20 ____

_____
Notary Public / Attorney at Law of the State of New Jersey

My Commission Expires: _____
Affix Seal

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DEVERO D. MCDOUGAL
DEPUTY SURROGATE

In the matter of the Estate of:

_____, Deceased
AKA: _____

ADMINISTRATION AFFIDAVIT OF ASSETS

I, _____, of full age, being duly sworn, depose(s) and say(s):

1. **I reside at _____ _____, and I am applying for Letters of Administration upon the estate of _____, who died intestate, on _____ and resided at _____ in the County of Essex and State of New Jersey at the time of death.**

2. **The following is a brief descriptive list and valuation of all the assets constituting the real and personal property of the decedent *(with documentary proofs of each asset attached)*:**

ITEMS	**TOTAL ESTIMATED AMOUNT/VALUE**
Cash on hand:	$
Balances in bank accounts of decedent (list accounts)	$
Corporate Stocks, bonds and notes, etc:	$
Life insurance taken out by decedent without A named beneficiary or payable to the Estate:	$
Automobiles (include year, made, model, and VIN #):	$

Household effects, jewelry, other chattel, etc.:	$
All other personal property belonging to the Estate: (Refund checks, security deposits, etc.)	$
Real Estate, located at (list separately by type and address): (If market value is unknown, may use tax assessed value)	$

REMARKS:

TOTAL VALUATION OFF ALL PROPERTY: $

3. **I am familiar with the circumstance of the estate and have herein provided, to the best of my knowledge, information and belief, a true and complete list of the real and personal assets and effects of the decedent, of which the decedent died possessed or is in any way entitled to, for and in respect of which Letters of Administration are to be granted.**
4. **The values/amounts stated herein are made without deducting anything on account of the debts due and owing from the decedent.**
5. **I will post a bond in the amount of the total valuation of all property, unless a different amount is required by the Surrogate. If the valuation changes after Letters of Administration are granted, I will provide documentation of same to the Surrogate's Court and make application to adjust the administrative bond.**
6. **I understand that the estate assets must be first applied to the payment of all just claims against the estate, according to legal priority, as the law does not permit the distribution of a decedent's property to the exclusion of creditors.**
7. **I understand that if any of my statements are found to be willfully false, I may be liable for perjury.**

_____
Signature

Subscribed and sworn to before me
on this _____day of _____, 20 ____ .

_____
Notary Public/Attorney at Law of New Jersey

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DEVERO D. MCDOUGAL
DEPUTY SURROGATE

_____, Deceased

CHILD SUPPORT VERIFICATION

AKA:_____

State of New Jersey

} ss

County of Essex

KNOW ALL MEN BY THESE PRESENTS, that I hereby certify that I have been given a copy of N.J.S.A. 2A:17-56.23b advising me as to my obligation to determine if child support arrearages exist against any beneficiary entitled to receive more than $2,000.00 and to satisfy same prior to disbursement of funds payable to said beneficiary identified as owing said child support.

_____
Signature
Print Name:

Subscribed and Sworn to before me on

_____/_____/_____

_____
Notary Public/Attorney at Law of New Jersey

My Commission Expires: _____

Affix Seal

New Jersey Permanent Statutes

Title 2A Administration of Civil and Criminal Justice

2A:17-56.23b JUDGMENT FOR CHILD SUPPORT LIEN AGAINST NET PROCEEDS OF SETTLEMENT: PRIORITY

1. a. A judgment for child support entered pursuant to P.L.1988, c.111 (C.2A:17-56.23a) and docketed with the Clerk of the Superior Court shall be a lien against the net proceeds of any settlement negotiated prior or subsequent to the filing of a lawsuit, civil judgment, civil arbitration award, inheritance or workers' compensation award. The lien shall have priority over all other levies and garnishments against the net proceeds of any settlement negotiated prior or subsequent to the filing of a lawsuit, civil judgment, civil arbitration award, inheritance or workers' compensation award unless otherwise provided by the Superior Court, Chancery Division, Family Part. The lien shall not have priority over levies to recover unpaid income taxes owed to the State. The lien shall stay the distribution of the net proceeds to the prevailing party or beneficiary until the child support judgment is satisfied.

As used in this act "net proceeds" means any amount of money, in excess of $2,000, payable to the prevailing party or beneficiary after attorney fees, witness fees, court costs, fees for health care providers, payments to the Medicaid program under section 6 of P.L.1979, c.365 (C.30:4D-7.1), reimbursement to the Division of Employment Security in the Department of Labor, the employer or employer's insurance carrier for temporary disability benefits that may have been paid pending the outcome of a workers' compensation claim as provided by section 1 of P.L.1950, c.174 (C.34:15-57.1), reimbursement to an employer or the employer's workers' compensation insurance carrier as provided in R.S.34:15-40, and other costs related to the lawsuit, inheritance or settlement are deducted from the award, proceeds or estate; "prevailing party" or "beneficiary" shall not include a partnership, corporation, limited liability partnership, financial institution, government entity or minor child; and "agent" means an authorized representative of the prevailing party or beneficiary, a union representative, an executor or administrator of a decedent's estate, an arbitrator or any other person or entity if such person or entity is responsible for the distribution of net proceeds to a prevailing party or beneficiary.

b. Before distributing any net proceeds of a settlement, judgment, inheritance or award to the prevailing party or beneficiary:

(1) the prevailing party or beneficiary shall provide the attorney, insurance company or agent responsible for the final distribution of such funds with a certification that includes the prevailing party's or beneficiary's full name, mailing address, date of birth and Social Security number; and

(2) the attorney representing the prevailing party or beneficiary shall initiate a search of child support judgments, through a private judgment search company that maintains information on child support judgments, to determine if the prevailing party or beneficiary is a child support judgment debtor.

If the prevailing party or beneficiary is not represented by an attorney, the judgment search shall be initiated by the opposing attorney, insurance company or agent before the proceeds are distributed to the prevailing party or beneficiary. In the case of a workers' compensation action, the Administrative Office of the Courts shall, at least once every 60 days, transmit information on child support judgment debtors to the Division of Workers' Compensation in the Department of Labor. The information shall include the debtor's name, Social Security number, the amount of the child support judgment, the Probation Division case number and the Probation Division office to which the judgment is payable. The Division of Workers' Compensation shall match the data received on child support judgment debtors against the information it maintains for individuals who have filed workers' compensation claims with the division. When a match is identified, the Division of Workers' Compensation shall notify the appropriate judge of compensation of the child support judgment before the decision, award, determination, judgment or order approving the settlement is rendered. The judge of compensation shall incorporate in the decision, award, determination, judgment or order approving the settlement, an order requiring the employer or the employer's insurance carrier to contact the Probation Division to satisfy the child support judgment out of the net proceeds of the workers' compensation award, order or settlement before any such monies are paid to the employee. The Division of Workers' Compensation shall be immune from any civil liability that may arise from any information provided by the division or any order issued by a judge of compensation relating to a child support judgment, in accordance with this section. In the case of judgments or settlements resulting from a labor arbitration involving employees of a school board or school district, a judgment search shall be initiated by the school board or district prior to the release of any net proceeds to the employees and only if there is an income withholding for child support active against the employee in the records of the school board or district. In the case of an inheritance, the executor or administrator of the decedent's estate shall initiate the judgment search. The judgment search company shall provide a certification to the attorney, insurance company, agent or party initiating the lawsuit identifying whether or not the prevailing party or beneficiary is a child support judgment debtor.

In the case of net proceeds that are to be paid through a structured settlement or other payment plan, the attorney, insurance company or agent shall be required to conduct the child support judgment search only at the time of settlement or prior to the distribution of the first payment under the plan. If a child support judgment is identified, the attorney, insurance company or agent shall provide the Probation Division with a copy of the structured settlement or payment plan within 30 days of identifying the child support judgment.

If there are no attorneys representing either party in a civil lawsuit, the party bringing the lawsuit shall initiate the judgment search and shall be required to file the certification with the court at least 10 working days prior to the trial or with the stipulation that the certification shall be filed at the time of the settlement or dismissal of the lawsuit.

For monies deposited with the court, no distribution of funds shall be made until the attorney, prevailing party or beneficiary provides the Clerk of the Superior Court with a copy of the certification showing that the prevailing party or beneficiary is not a child support judgment debtor.

The fee for a judgment search which is required by this section shall not exceed $10 for each name of a child support judgment debtor that is searched. The fee for a judgment search is chargeable against the net proceeds as a cost of the settlement, judgment, inheritance or award.

c. If the certification shows that the prevailing party or beneficiary is not a child support judgment debtor, the net proceeds may be paid to the prevailing party or beneficiary immediately. If the certification shows that the prevailing party or beneficiary is a child support judgment debtor, the attorney, insurance company or agent that initiated the search shall contact the Probation Division of the Superior Court to arrange for the satisfaction of the child support judgment. The attorney, insurance company or agent shall notify the prevailing party or beneficiary of the intent to satisfy the child support judgment prior to the disbursement of any funds to the prevailing party or beneficiary. Upon receipt of a warrant of satisfaction for the child support judgment, the attorney, insurance company or agent shall pay the balance of the settlement, judgment, award or inheritance to the prevailing party or beneficiary. If the net proceeds are less than the amount of the child support judgment, the entire amount of the net proceeds shall be paid to the Probation Division as partial satisfaction of the judgment.

If there are no attorneys representing either party in a civil lawsuit and the certification filed with the court shows that the prevailing party or beneficiary is a child support judgment debtor, the court shall order that the opposing party pay the amount of the child support judgment to the Probation Division before any funds are paid to the prevailing party or beneficiary. The court shall also insure that any judgment related to the lawsuit docketed with the Clerk of the Superior Court reflect the Probation Division's superior claim to such funds.

d. An attorney, insurance company or agent shall not be liable for distributing net proceeds to the prevailing party or beneficiary based on the results of a judgment certification showing the prevailing party or beneficiary is not the debtor of a child support judgment, if it is later shown that the prevailing party or beneficiary provided inaccurate personal information on the initial certification to the attorney, the insurer or agent.

e. An attorney, insurance company or agent who, in accordance with this act, satisfies a child support judgment from the net proceeds of a settlement, judgment, inheritance or award, shall not be liable for payments which otherwise would have been made pursuant to subsection a. of this section which were not so identified to the attorney, insurance company or agent at the time of satisfaction.

f. An attorney, insurance company or agent who, in accordance with this act, satisfies a child support judgment from the net proceeds of a settlement, judgment, inheritance or award, shall not be liable to the prevailing party or beneficiary or to that party's creditors.

g. An attorney shall not be required to challenge a child support judgment unless retained by the prevailing party or beneficiary to do so.

h. A private judgment search company is prohibited from using any information provided by an attorney, insurance company or agent in accordance with this act for any purpose other than: (1) determining if the prevailing party or beneficiary is the debtor of a child support judgment; and (2) preparing a certification as required pursuant to subsection b. of this section.

i. To the extent feasible and permitted by the Rules of Court, the Administrative Office of the Courts may share information on a child support judgment debtor with an insurance carrier for the sole purpose of complying with the provisions of P.L.2000, c.81 (C.2A:17-56.23b et al.).

CHARLES JONES, A LexisNexis Company = P.O. Box 8488, Trenton, NJ 08650-0488
(609 538-1000 or (800) 792-8888 - Fax (609) 882-4371 - www.charlesjones.com

*** INFORMATION NEEDED FOR SEARCH ***
Full Name/Also Known As * Mailing Address * Date of Birth * Social Security

THIS NOTICE IS PROVIDED TO INTERESTED PARTIES AS A CONVENIENCE
AND IN NO WAY IMPLIES ENDORSEMENT OF THIS PROVIDER OR ITS SERVICES.