

At a Surrogate’s Court held in and for the County of Richmond, at Staten Island, New York on this ___day of _____, 2024.

PRESENT: HON. MATTHEW J. TITONE,
SURROGATE

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IN THE MATTER OF THE ESTATE OF

Deceased.

**ORDER FOR ALTERNATIVE
SERVICE & APPEARANCE
RULES, WITHIN THE U.S. &
INTERNATIONALLY, & FOR
SERVICE BY PUBLICATION**

File No.

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By Direction of the Surrogate:

In compliance with Office for Justice Initiatives goal to help bridge the digital divide by providing remote access to courts in safe, convenient community locations, and the court having determined that personal service of citation is impracticable in these proceedings, pursuant to its authority under Surrogate’s Court Procedure Act § 307(3), the court directs that all those cited in this proceeding be served by an alternative method of service of process.

Therefore, it is hereby

ORDERED, that the petitioner will serve the citation and the Richmond County Surrogate’s Court Notice for Cited Parties, along with any other necessary documents, on all parties named in the citation, regardless of their status as domiciliaries or natural persons, not less than twenty (20) days before the citation return date, by USPS Express Mail (otherwise known as Priority Mail), Certified Mail or Registered Mail, or any form of special delivery service set forth in SCPA 103(35-a), 103(36), and

103(37-a), except that mailings that request return receipts shall not be allowed; and it is further

ORDERED, that the petitioner will serve the citation and the Richmond County Surrogate's Court Notice for Cited Parties, along with any other necessary documents, on _____, parties named in the citation that reside outside of the United States, not less than thirty (30) days before the citation return date, by DHL International Mail Service or USPS Express Mail (otherwise known as "Priority Mail"), except that request return receipts shall not be allowed; and it is further

ORDERED, that proof of service shall consist of an affidavit of mailing that includes tracking numbers and proof of delivery of this Order, the Citation and the Richmond County Surrogate's Court Notice for Cited Parties, along with any other necessary documents (e.g., the Last Will and Testament, the account summary), which shall be filed with the court on or before the second day preceding the return date, in accordance with 22 NYCRR 207.7(c); and it is further

ORDERED, that upon the verified petition of _____ in the above-entitled estate of the deceased, by which it has been established to the satisfaction of the court that the place of residences of _____ are unknown and cannot, after diligent inquiry, be ascertained; also, that there may be other heirs and next of kin of said deceased, whose names and/or places of residence are unknown and cannot, after diligent inquiry be ascertained, that service of the citation in the above-entitled proceeding upon the person(s), whose names and/or place(s) of residences are unknown and cannot, after diligent inquiry be ascertained, be made by publication thereof in ____ (number) newspaper(s); to wit, in the _____(newspaper) published in the county of _____once a week for four consecutive weeks, the first publication to be made at least twenty-eight (28) days before the return date fixed in the

citation; and it is further

ORDERED, that being satisfied that the petitioner cannot with reasonable diligence ascertain a place and/or places where said persons whose names and/or residences are unknown would be probable to receive matter transmitted through the post office, the court hereby dispenses with the mailing of a copy of a citation to them; and it is further

ORDERED, that proof of publication shall be filed with the court on or before the second day preceding the return date, in accordance with 22 NYCRR 207.7(c); and it is further

ORDERED, that appearances on the return date of the citation will occur by video conference utilizing the Microsoft Teams application, which video link may be found in the citation. If you do not have the technology to access the video link, to appear both visually and with audio sound, you must appear in-person at the courthouse, located at 18 Richmond Terrace, Staten Island, New York, to use a computer terminal to access the court; and it is further

ORDERED, that appearances may be made by the dial-in information found in the citation only if prior consent is provided by the court.

The decision shall constitute the order of the court.

Dated:

MATTHEW J. TITONE, Surrogate