

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.

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**ORDER FOR ALTERNATIVE  
SERVICE AND APPEARANCE  
RULES**

File No.

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

This decision shall constitute the order of the court.

Dated:

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**MATTHEW J. TITONE, Surrogate**