

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

**ORDER FOR SERVICE OF CITATION  
BY PUBLICAITION AND  
APPEARANCE RULES**

\_\_\_\_\_ ,

File No.

Deceased.

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By Direction of the Surrogate:

In compliance with the Office for Justice Initiatives' goal to help bring the digital divide by providing remote access to the courts, in safe, convenient community locations, and the court having determined that personal service of the citation is impracticable in these proceedings, pursuant to its authority under the 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.

Further, upon the reading and filing of the verified petition of \_\_\_\_\_

in the above-titled estate of the deceased, which has established to the satisfaction of the court that the place of residence of \_\_\_\_\_

is/are unknown and cannot, after diligent inquiry, be ascertained; and that there may also be other heirs and next of kin of said deceased, whose name(s) and/or place(s) of residence is/are unknown and cannot, after diligent inquiry be ascertained.

Therefore, on the application of \_\_\_\_\_, it is hereby

ORDERED, that service of the citation in this proceeding upon the person(s) whose name(s) and/or place(s) of residence(s) are unknown and cannot, after diligent inquiry be ascertained, be made by publication in \_\_\_\_\_(number) newspaper(s); to wit, in the \_\_\_\_\_(newspaper) published in the county of Richmond, once a week, for four consecutive weeks, the first of which publication shall 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/or places where said person(s), whose name(s) and residence(s) are unknown, would be probable to receive matter transmitted through the post office, the court hereby dispenses with the mailing of a copy of the 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 conferencing, 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.

This decision shall constitute the order of the court.

Dated:

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**MATTHEW J. TITONE, Surrogate**