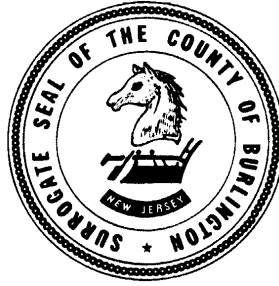


State of New Jersey
Burlington County Surrogate's Court

Brian J. Carlin
Surrogate

Bonnie Nutt Madara
Deputy Surrogate



50 Rancocas Road
P.O. Box 6000
Mount Holly, NJ 08060

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February 2, 2023

COURT FILINGS FOR BURLINGTON COUNTY

Pleadings in Probate, Trust and Guardianship matters shall be filed as follows:

1. All initial pleadings, (ie. Order to Show Cause & Verified Complaints, Motions, and Guardianship Complaint with Affidavits and proposed form of Order Fixing Date for Hearing and proposed form of Judgment) shall be sent in paper form with the appropriate filing fee to Surrogate of Burlington County, 50 Rancocas Road, Mount Holly, NJ 08060 via regular mail, certified mail, Federal Express, UPS or hand delivery, pursuant to NJ Rules of Court **AND** Simultaneously be sent by email to **tbathke@co.burlington.nj.us** for Guardianships and **tboyle@co.burlington.nj.us** for all other Court matters.
2. The proposed Order to Show Cause, proposed Order Fixing Date for Hearing, the proposed Judgment for Guardianship of Person and/or Property, and the proposed Order for Relief on Motion sent via email shall be sent as a Word document. All other pleadings should be in PDF format.
3. The Caption on the Pleadings shall include the Attorney's Name, New Jersey Identification Number, and direct email address.
4. Regarding "all responsive pleadings" (anything other than initial set of pleadings) in Order to Show Cause matters, as well as Motions, shall be sent as follows: A) "Original" responses and replies are to be sent in paper form, with the appropriate filing fee, to Surrogate of Burlington County, 50 Rancocas Road, Mount Holly, NJ 08060; B) **AND** Email copy to **tbathke@co.burlington.nj.us** for Guardianships and **tboyle@co.burlington.nj.us** for all other court matters; C) **AND** "Courtesy copy" via email to the Superior Court, Chancery Division, Probate Part at **Charles.Doebley@njcourts.gov**.
5. **PLEASE NOTE: BURLINGTON COUNTY REQUIRES ORIGINAL SIGNATURES ON ALL PLEADINGS, CERTIFICATIONS, AFFIDAVITS AND MOTIONS. ELECTRONIC SIGNATURES ARE NOT ACCEPTED.**
6. For all Emergent Applications, please call Tammi Bathke (Guardianship matters) at 609-265-5201 or Tamara Boyle (All other court matters) at 609-265-5235 for specific instructions and direction.

For questions concerning the additional electronic filing requirements, please call Tammi Bathke (Guardianship matters) at 609-265-5201 or Tamara Boyle (All other court matters) at 609-265-5235.