



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	3-1-1977
Subchapter:	1	Forms	
Issuance:	24.19	<b>CP&amp;P Form 24-19, Letter to Surrogate</b>	

Click [here](#) to view, complete, and print the CP&P Form [24-19](#), Letter to Surrogate.

### WHEN TO USE IT

Use the CP&P 24-19 to acknowledge receipt of the Complaint and Order from the Court.

### HOW TO USE IT

The assigned Worker prepares the form on agency letterhead using the template in the on-line Forms Manual (21-35).

Include the following information:

- Date of Preliminary Hearing,
- Child's birth name,
- Plaintiff's name, and
- Plaintiff's address.

Send the letter to the appropriate County Surrogate.

### DISTRIBUTION

- Original - Surrogate of appropriate county
- Copy - Attorney
- Copy - Child's case record