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She is available at all hours (with the exception of Shabbat and Yom Tov.) JMG does not answer calls or return calls on Shabbat/Yom Tov. Once Shabbat/Yom Tov is over, messages will be returned in priority sequence.

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Once you reach the Executive Director, she will ask you for the following information:

- 1. Name of the deceased. (English and Hebrew if known)
- 2. Where the deceased is currently located.
- 3. If the deceased has interment rights, and if yes, in the section of which synagogue. (Each synagogue has its own section and exercise halakhic control over that section.)
- 4. If there has been a pre-arrangement with a funeral home.
- 5. Contact information for next of kin, or person responsible for the deceased.

The Executive Director will then assist you in dealing with the following items: