Checklist for Summary Administration
Rebecca White, Circuit Judge

Estate of: _____

Case Number: _____

Date case was filed: _____

1. Proper venue of probate proceeding: ☐ Yes ☐ No
2. Interested persons named in Petition: ☐ Yes ☐ No
3. Value of the assets contained in the Petition: ☐ Yes ☐ No

   Value: _____
4. Does the Petition allege that a diligent search and reasonable inquiry for creditors was made and were they served with copies of the petition and were provisions made for payment of these creditors? ☐ Yes ☐ No ☐ Creditor claims barred
5. Is the Petition signed and verified by a surviving spouse, if any, or any beneficiaries?* ☐ Yes ☐ No Relationship: _

   **The joinder in a petition for Summary Administration is not required of a beneficiary who will receive full distributive share under the proposed distribution. However, any beneficiary not joining or consenting shall receive formal notice of the Petition (see F.S. 735.203(1))*
6. Original Death Certificate filed with Clerk: ☐ Yes ☐ No Date Filed: _____
7. Original Last Will & Testament filed with Clerk: ☐ Yes ☐ No ☐ Intestate Date Filed: _____
8. Original Codicil(s) filed with Clerk: ☐ Yes ☐ No ☐ N/A Date Filed: _____
9. Is Last Will & Testament self-proven? ☐ Yes ☐ No ☐ N/A

   If no, please explain: _____
10. Is(are) Codicil(s) self-proven? ☐ Yes ☐ No ☐ N/A

    If no, please explain: _____

I have reviewed the file and completed the Checklist in this matter. Everything on the Checklist is accounted for and proposed Orders (in Word format) are now proper to be sent to the Judge's office with a cover letter via e-mail only to **Probate@circuit19.org**. .

Attorney / Petitioner Signature (no e-signatures): _____

Printed Name: _____

Date: _____

Additional information or comments:

updated: December 2022