

**IN THE CIRCUIT COURT FOR THE 14th JUDICIAL CIRCUIT**

PROBATE DIVISION

**CHECKLIST FOR OPENING FORMAL ADMINISTRATION ESTATE** rvd 1/2016

ESTATE OF: _____ Case No: _____	Date of Death: _____
Attorney of Record: _____	Phone: _____
<b>TYPE OF ESTATE:</b> Testate: <input type="checkbox"/> Intestate: <input type="checkbox"/> Ancillary: <input type="checkbox"/>	

		YES	NO
<b>1.</b>	<b><i>Certified Death Certificate Filed?</i></b>		
<b>2.</b>	<b><i>Last Will and Testament</i></b>		
	Original Will filed? (or authenticated copy for ancillary)- Rule 5.200		
	If a copy is filed, a petition to establish lost will complying with F.S. 733.207 and Rule 5.510 & 5.025 has been filed?		
	Will is self proved (F.S. 732.503, 733.201) ?		
	If not self proved, an oath of witness is filed (733.201(2)) ?		
<b>3.</b>	<b><i>Petition for Administration</i></b>		
	The verified petition complies with Rule 5.200 and 5.020(e)?		
<b>4.</b>	<b><i>Personal Representative Preference</i></b>		
	PR named in Will <input type="checkbox"/> Selected by Majority <input type="checkbox"/>		
	Spouse PR <input type="checkbox"/> If no preference, Notice given -Rule 5.201 <input type="checkbox"/>		
	<b>Oath and designation of registered agent filed?</b>		
<b>5.</b>	<b><i>Bond</i></b>		
	Bond waived in Will -F.S. 733.402 (1) ?		
	Bond waived by all interested parties and waivers are attached?		
	Motion to waive with approximate value of probate assets filed?		
<b>6.</b>	<b><i>Required Notice has been given to all interested persons?</i></b>		
<b>Proposed Order to be entered by the Judge emailed or mailed to Judge's Office</b> Order Admitting Will _____ Order Appointing PR _____                      Letters of Administration _____ Other _____			

I certify that I have personally reviewed the foregoing checklist and it is accurate.

Attorney for Estate: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_