IN THE CIRCUIT COURT FOR THE 14th JUDICIAL CIRCUIT
PROBATE DIVISION

CHECKLIST FOR OPENING FORMAL ADMINISTRATION ESTATE   rvd 4/2019

ESTATE OF:_____   Case No:_____   Date of Death:_____

Attorney of Record:_____   Phone:_____

TYPE OF ESTATE: Testate: ☐   Intestate: ☐   Ancillary: ☐

		YES	NO
1.	**Certified Death Certificate Filed?**		
2.	**Last Will and Testament**		
	Original Will filed? *(or authenicated 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)) ?		
3.	**Petition for Administration**		
	The verified petition complies with Rule 5.200 and 5.020(e)?		
4.	**Personal Representative Preference**		
	PR named in Will ☐ Selected by Majority ☐		
	Spouse PR ☐ If no preference, Notice given -Rule 5.201 ☐		
	Oath and designation of registered agent filed?		
5.	**Bond**		
	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?		
6.	**Required Notice** *has been given to all interested persons?*		

Proposed Orders to be entered by the Judge efiled through the Eportal
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 #_____

judgesmiley /formal checklist