

PROBATE CHECKLIST

1. PETITION FOR ADMINISTRATION
2. ORIGINAL WILL & CODICILS (IF ESTATE IS TESTATE)
3. DEATH CERTIFICATE (WITHIN 3 MONTHS OF PETITION)
4. ORDER APPOINTING PERSONAL REPRESENTATIVE
5. ORDER ADMITTING WILL TO PROBATE (IF TESTATE)
6. OATH OF PERSONAL REPRESENTATIVE & DESIGNATION OF RESIDENT AGENT AND ACCEPTANCE
7. LETTERS OF ADMINISTRATION
8. NOTICE OF ADMINISTRATION
9. PROOF OF SERVICE OF NOTICE OF ADMINISTRATION
10. PROOF OF PUBLICATION OF NOTICE OF ADMINISTRATION/NOTICE TO CREDITORS
11. VERIFIED INVENTORY
12. PROOF OF SERVICE OF VERIFIED INVENTORY
13. VERIFIED STATEMENT OF DILIGENT SEARCH FOR CREDITORS
14. SATISFACTION OF CREDITOR'S CLAIMS (IF CLAIMS FILED)
15. NOTICE OF FEDERAL ESTATE TAX RETURN AND FEDERAL ESTATE TAX CLOSING LETTER (IF REQUIRED)
16. AFFIDAVIT OF NO FLORIDA ESTATE TAX DUE OR FLORIDA NONTAXABLE CERTIFICATE AND RECEIPT FOR ESTATE TAX
17. PETITION FOR DISCHARGE
18. FINAL ACCOUNTING OR WAIVERS BY ALL INTERESTED PARTIES
19. PROOF OF SERVICE OF FINAL ACCOUNTING (UNLESS WAIVED BY ALL INTERESTED PARTIES)
20. ORDER OF DISCHARGE