

Checklist for Summary Administration
Elizabeth A. Metzger, 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 ProbateMC@circuit19.org.

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

Additional information or comments: