

**State of Florida  
Ninth Judicial Circuit of Florida**

Office of:  
Lawrence R. Kirkwood  
Circuit Court Judge  
ORANGE COUNTY COURTHOUSE  
425 N. ORANGE AVENUE  
ORLANDO, FLORIDA 32801  
<http://www.ninthcircuit.org>

ESTATE OF:

CASE NO.:

**OBSERVATIONS:**

The items marked by an "X" were omitted from the file and/or pleadings submitted. Please file corrective pleadings and mail to: Clerk of Court Probate Division, P. O. Box 4994, Orlando, Florida, 32802-4994, for submission to the Court. If you object to this request and feel you have complied with the Florida Statutes, the Probate Rules, and the case law with what you have previously filed, please set your case for a scheduled hearing (NOT AT EX PARTE) and give notice to all parties.

**Please Note:** The clerk will not submit the proposed orders to the court for review until all items have been received.

**Petition for Administration (Testate):**

	Statement of interest of petitioner(s).
	Name and address of petitioner(s).
	Last known address of decedent.
	Social security number or last four digits of social security number.
	Date of death of decedent or date listed conflicts with Death Certificate.
	Place of death of decedent not consistent with Death Certificate.
	State and county of decedent's domicile and/or county listed conflicts with Death Certificate.
	Name and address of surviving spouse. Death Certificate shows decedent as "married".
	Name and address of beneficiary or beneficiaries and their relationship to Decedent: _____.

Observation continued.

	Date of birth of minor beneficiary.
	Statement showing venue.
	Petition to include statement that the proposed personal representative is qualified to serve under the laws of the state of Florida as personal representative.
	Petitioner is not the proposed personal representative. Proposed personal representative to submit a sworn statement that they are qualified to serve under the laws of the State of Florida.
	Statement whether or not estate is taxable.
	Statement of approximate value and nature of assets.
	Statement whether domiciliary proceedings are pending in another state or country.
	Statement identifying all unrevoked wills and codicils being presented for probate.
	Statement that the original will, or authenticated copy will, is in possession of the court or accompanies this petition.
	Date of will or codicil listed in petition is not consistent with actual document.
	Prayer clause missing or petition fails to request for will (and codicil) to be admitted to probate.
	Attorney did not sign petition.
	Attorney's Name, address, Florida Bar number and phone number.
	Petitioner did not sign petition.
	Petition is not verified.

**Death Certificate:**

	Death certificate not filed.
	Death certificate reflects different county of residence. If death certificate is incorrect, an amended death certificate or affidavit must be filed. Otherwise, venue must be transferred.

**Last Will and Testament:**

	Will is not self-proved. Oath of witness required. Oath of witness must be taken before a Florida Circuit Judge, Clerk, or Commissioner appointed by the Court. ✓ If deputy clerk administers oath to witness, please submit \$3 fee to Orange County Clerk of Court.
	Witnesses to Will have not been located. Proof of Will must be taken before a before a Florida Circuit Judge, Clerk, or Commissioner appointed by the Court. ✓ If deputy clerk administers oath, please submit \$3 fee to

Observation continued.

	Orange County Clerk of Court.
	Affidavit of Diligent Search must be filed to show what was done to locate witnesses to Will.
	Will is not an original. Original Will must be filed. –or- Procedure for lost or destroyed will must be followed.
	Declination to Serve as Personal Representative to be filed by Personal Representative named in Will. –or- If deceased, death certificate must be filed.
	Authenticated copies of domiciliary proceedings not submitted.

**Codicil:**

	Codicil(s) not self-proved. Oath of witness required. Oath of witness must be taken before a Florida Circuit Judge, Clerk, or Commissioner appointed by the Court. ✓ If deputy clerk administers oath to witness, please submit \$3 fee to Orange County Clerk of Court.
	Witnesses to Codicil(s) have not been located. Proof of Codicil must be taken before a Florida Circuit Judge, Clerk, or Commissioner appointed by the Court. ✓ If deputy clerk administers oath, please submit \$3 fee to Orange County Clerk of Court
	Affidavit of Diligent Search must be filed to show what was done to locate witnesses to Codicil(s).
	Incorrect spelling of name(s) or incorrect date(s) on proposed Order Admitting Codicil.
	Codicil is not an original. File original codicil. -or- Procedure for lost or destroyed codicil must be followed.
	Order Admitting Codicil not submitted. (___self-proved/___ non-self-proved)

**Separate Writing:**

	Beneficiaries in Separate Writing not included on petition.
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**Notice to Beneficiaries/Heirs:**

	Waiver of Priority, Consent to Appointment of Personal Representative, and Waiver of Notice and Bond needed from majority of interest. –or- Formal Notice must be served on interested parties and proof of service filed.
	Proof of Service of Formal Notice.

**Proposed Order Admitting Will and Appointing Personal Representative:**

	Order Admitting Will to Probate and Appointing Personal Representative not submitted. (___self-proved/___non-self-proved).
	Incorrect spelling of name(s) or incorrect dates on proposed Order

Observation continued.

	Admitting Will to Probate and Appointing Personal Representative.
	Name of witnesses or third witness to will omitted from proposed Order Admitting Will to Probate and Appointing Personal Representative.
	Order Admitting Will of Nonresident to Probate and Appointing Personal Representative not submitted.

**Oath of Personal Representative and Designation and Acceptance of Resident Agent:**

	Oath of Personal Representative and Designation and Acceptance of Resident Agent not submitted.
	Personal Representative failed to sign Oath.
	Personal Representative's signature not notarized.
	Notary seal or notary commission expired.
	Resident Agent failed to sign Acceptance.
	Acceptance of Resident Agent not submitted.

**Letters of Administration:**

	Proposed Letters of Administration not submitted.
	Letters of Administration do not include 3" x 3" recording space.
	Incorrect spelling of name(s) within proposed Letters of Administration.
	Incorrect date of death on proposed Letters of Administration.

**Bond:**

	Bond required in the amount of \$_____.
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**Miscellaneous:**

	Objection filed. Hearing required.
	Hearing required to establish the lost/destroyed Will or Codicil.
	A caveat by interested party has been filed. Formal notice must be served and proof of formal notice filed.
	Other: _____
	Judge WILL NOT sign any order with only his signature on the last page.
	Judge WILL NOT sign any order that is a facsimile. Please submit original.
	Self-addressed, stamped envelope not provided for copies.

**Review Date: August 4, 2008**

**CC:**

Enclosures: Proposed Order(s) and/or Letters of Administration.