

**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 Summary Administration (Intestate):

	Statement of interest of petitioner(s).
	Address of petitioner(s).
	Last known address of decedent.
	Date of death of decedent or date listed conflicts with Death Certificate.
	Place of death of decedent is not consistent with Death Certificate.
	State and County of decedent's domicile 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:
	Date of birth of minor beneficiary.
	Statement showing venue.
	Statement regarding whether or not domiciliary proceedings exist. (Per revision to rule 5.530).
	Statement that after the exercise of reasonable diligence the petitioner is unaware of any other unrevoked will or codicil.

Observation continued.

	Statement as to why petitioners are entitled to summary administration.
	Complete list of exempt and non-exempt assets and their estimated value.
	Statement regarding diligent search and reasonable inquiry for any known or reasonably ascertainable creditors.
	Statement that the estate is not indebted.
	Statement that all creditors' claims are barred.
	Schedule of distribution of assets to beneficiaries and creditors.
	Petition fails to request court to enter an order of summary administration that directs distribution of assets.
	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.

Funeral Bill:

	Proof that funeral expenses have been paid in full.
--	---

Notice to Beneficiaries, Heirs, or Creditors:

	Consent and Waiver to Petition for Summary Administration from beneficiaries heirs, or creditors must be filed. –or- Formal notice must be served and proof of service filed.
	Proof of Service of Formal Notice.

Proposed Orders of Summary Administration:

	Proposed Order of Summary Administration not submitted.
	Proposed Order of Summary Administration does not include required 3" x 3" recording space in upper right-hand corner.
	Proposed Order of Summary Administration does not follow Bar Form.
	Proposed Order of Summary Administration has a typographical error in date of death or spelling of name(s).
	Proposed Order of Summary Administration does not include name and address of beneficiary or beneficiaries.
	Proposed Order of Summary Administration does not include a description of

Observation continued.

	assets that are to be disbursed.
	Proposed Order of Summary Administration only includes a partial description of the asset(s). Please provide a full description that includes legal description of property, all financial institution information such as name and account number, insurance policy number, check number, or vehicle identification number, if applicable.
	Proposed Order of Summary Administration does not include share or amount of asset that beneficiary is entitled to receive.

Miscellaneous:

	Objection filed. Hearing required.
	Death certificate of beneficiary not filed:
	A caveat by interested party or creditor has been filed. Formal notice must be served and proof of formal notice filed.
	Claim(s) has/have been filed. Submit Satisfaction of Claim(s), make provision for creditor(s) to be paid within the proposed Order of Summary Administration, or file proof of service of formal notice to creditor(s).
	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.

Date Reviewed: August 4, 2008

CC:

Enclosures: Proposed Order(s)