

**THE ELEVENTH JUDICIAL CIRCUIT
MIAMI-DADE COUNTY, FLORIDA
ADMINISTRATIVE MEMORANDUM
PROBATE DIVISION**

**IN RE: MANDATORY USE OF PROBATE SMART
FORMS AND CHECKLISTS IN ESTATE AND
GUARDIANSHIP ADMINISTRATIONS**

WHEREAS, in the interest of ensuring the fair, efficient, and proper administration of matters in the Probate Division of the Eleventh Judicial Circuit (“Probate Division”), the Probate Division created a series of standard form orders and petitions that address the most common case filings (hereinafter referred to as “Smart Forms”); and

WHEREAS, the Probate Division also created various checklists that provide case filing guidance to litigants (hereinafter referred to as “Checklists”); and

WHEREAS, the Smart Forms and Checklists are available on the “Probate Corner” of this Circuit’s website, and they include, but are not limited to, orders appointing guardians, personal representatives, and depositories, as well as letters of administration and guardianship; and

WHEREAS, the Smart Forms and Checklists were specifically designed to streamline the processing of cases by reducing and/or eliminating the: (i) need for case managers to stamp common restrictions onto court orders; (ii) chance that orders may be issued without the aforementioned stamps, or issued with illegible ones; and (iii) inability to process cases because certain documents were not submitted;


NOW, THEREFORE, pursuant to the authority vested in me as Administrative Judge of the Probate Division in the Eleventh Judicial Circuit of Florida, under Rule 2.215, Florida Rules of Judicial Administration, in order to carry out this effort in a fair and efficient manner, it is necessary to implement the following procedural changes to effectively utilize the limited resources available to the Probate Division to process the increasing volume of probate cases:

1. When submitting proposed orders in estate and guardianship administrations, all litigants must utilize the Probate Smart Forms when available. Any non-Smart Form submission must include the attached Certification of Review (“Certification”) that no Smart Form was available for the issue at hand. Any submission without this Certification may be rejected and thus have to be resubmitted. Relatedly, should a party modify a Smart Form, he or she must inform the Court of said modification by removing the form’s identifying letter and number in the top right corner as well as the identifying information in the footer.
2. When submitting proposed orders in estate and guardianship administrations, all litigants must include the attached Certification that they reviewed the Probate Checklists before submitting said orders to the Court. Any submission without this Certification may be rejected and thus have to be resubmitted.

This Administrative Memorandum supersedes the March 30, 2016 memorandum on this same issue, and shall remain in effect until further order of the Court.

DONE AND ORDERED in Chambers at Miami-Dade County, Florida, on July 11, 2016.

STATE OF FLORIDA, COUNTY OF MIAMI-DADE
I HEREBY CERTIFY that the foregoing is a true and correct copy of the
original on file in this office. 7/15/16
HARVEY RUVIN, Clerk of Circuit and County Courts
Deputy Clerk
DOMINIQUE GARCIA-VILLARUEL 2145



Maria M. Korvick, Administrative Judge
Eleventh Judicial Circuit of Florida – Probate Division

CERTIFICATION OF REVIEW

In case number _____, I certify that I have reviewed:
[Check all applicable]

- 1.) _____ All applicable checklists before submitting this filing to the Court.
- 2.) _____ The Court's Smart Forms, but no Smart Form exists for this filing.

Attorney's Signature: _____

Attorney's Printed Name: _____

Florida Bar No.: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Email: _____