

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT, IN AND FOR MIAMI-DADE COUNTY, FLORIDA PROBATE DIVISION IN RE: ESTATE OF _____ Deceased.	CC-02
Case No.: _____ Section: _____	

Checklist and Certification - Summary Administration – Testate

I, _____, as the attorney of record, have reviewed the applicable checklist(s) on the 11th Judicial Circuit Court's website, and filed the following pleadings to the Clerk of Court's docket, for which I have written the docket entry number next to each of the corresponding requirements below:

Qualifications – Fla. Stat. § 735.201:

- ☐ Decedent's will does not direct administration as required by Chapter 733 Florida Statutes AND
- ☐ Decedent has been dead more than 2 years OR
- Value of the entire estate subject to administration in this state is:
- ☐ less than \$75,000 as Decedent died prior to July 1, 2026, but has been dead less than 2 years OR
- ☐ less than \$150,000 as Decedent died on or after July 1, 2026.

Original Documents:

- _____ ☐ Authenticated copy of death certificate has been deposited with the Clerk of Courts – Fla. Prob. R. 5.171
- _____ ☐ Original Will has been deposited with the Clerk of Courts.

Petition for Summary Administration:

- _____ ☐ Petition for Summary Administration - Fla. Prob. R. 5.530
- _____ ☐ Petition is verified by the surviving spouse (if any)
- _____ ☐ Petition is verified by all beneficiaries OR
- _____ ☐ Notarized joinder to Petition has been filed for each beneficiary OR
- _____ ☐ Proof of Formal Notice has been filed for any beneficiary who is receiving their full share under the Will.

Supporting Documents:

- _____ ☐ Affidavit of Heirs (Form E-7). A Supplemental Affidavit (Form E7S) must only be filed when additional space is needed.
- _____ ☐ Notice of Related Cases – Administrative Order 14-09
- _____ ☐ Copy of paid funeral bill (not required if decedent has been dead longer than 2 years)
- _____ ☐ Copy of death certificate for any deceased beneficiary
- _____ ☐ Oath of Witness to Will (if Will is not self-proving under Fla. Stat. § 732.503) - Fla. Stat. § 733.201
- _____ ☐ Notice of Trust (if applicable)

Proposed Orders submitted to courtMAP:

- _____ ☐ Order of Summary Administration – Fla. Stat. § 735.206
- _____ ☐ Order Admitting Will to Probate (Form E-1)

I HEREBY CERTIFY that I have complied with the above checklist and filed the required pleadings and supporting documentation in accordance with applicable Florida Statutes, Florida Probate Rules, local rules, administrative orders, and administrative memoranda. I understand that submission of this checklist is considered an official statement subject to Fla. Stat. § 837.06.

Dated: _____

 Attorney's Signature
 Printed Name: _____
 Bar Number: _____
 Email Address(es): _____