

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT, IN AND FOR MIAMI-DADE COUNTY, FLORIDA PROBATE DIVISION IN RE: ESTATE OF _____ Deceased.	CC-03
Case no.: _____ Section: _____	

Checklist and Certification – Formal Administration – Intestate – No Bond

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:

Original Documents:

_____ ☐ Authenticated copy of death certificate deposited with the Clerk of Courts - Fla. Prob. R. 5.171.

Petition for Administration:

_____ ☐ Petition for Administration - Fla. Prob. R. 5.200

_____ ☐ Notarized Waiver and Consent to Appointment of Personal Representative from a majority in interest of the heirs – Fla. Stat. § 733.301(b); Fla. Prob. R. 5.201 OR

_____ ☐ Proof of Formal Notice on all persons qualified to act as personal representative and who are entitled to preference equal to or greater than petitioner. - Fla. Prob. R. 5.040

Depository:

_____ ☐ Petition for Restricted Depository OR

_____ ☐ The estate contains no liquid assets.

Supporting Documents:

_____ ☐ Affidavit of Heirs (Form E-7). A Supplemental Affidavit (Form E7S) must only be filed when additional space is needed.

_____ ☐ Copy of death certificate for any deceased beneficiary

_____ ☐ Oath of Personal Representative and Designation and Acceptance of Resident Agent - Fla. Prob. R. 5.320 and 5.110

_____ ☐ Notice of Related Cases - Administrative Order 14-09

Proposed Orders submitted to courtMAP:

☐ Order Appointing Personal Representative (Form E-3)

☐ Letters of Administration (Form E-4)

☐ Order Designating Depository for Assets (if applicable) (Form E-5)

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): _____