

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT, IN AND FOR MIAMI-DADE COUNTY, FLORIDA PROBATE DIVISION IN RE: ESTATE OF _____ Deceased. Case No.: _____ Section: _____	CC-04
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Checklist and Certification - Formal Administration – Testate – 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 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 Administration:

- _____ ☐ Petition for Administration - Fla. Prob. R. 5.200
- _____ ☐ Notarized Waiver and Consent to Appointment of Personal Representative from all who are entitled to preference equal to or greater than petitioner – Fla. Stat. § 733.301(a); 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 needed.
- _____ ☐ 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
- _____ ☐ 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) - Fla. Stat. § 736.05055

Proposed Orders submitted to courtMAP:

- ☐ Order Admitting Will to Probate and Appointing Personal Representative (Form E-2)
- ☐ Letters of Administration (Form E-4)
- ☐ Order Designating Depository for Assets (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): _____