

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: \_\_\_\_\_

CC04

**Checklist and Certification - Formal Administration – Testate – No Bond**

I, \_\_\_\_\_, as the attorney of record, have reviewed the applicable checklist(s) on the 11<sup>th</sup> 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  
\_\_\_\_\_  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:

- \_\_\_\_\_  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 pursuant to Administrative Order 14-09  
\_\_\_\_\_  Affidavit of Heirs (Form E-7)  
\_\_\_\_\_  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 checked above 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): \_\_\_\_\_