

THE ELEVENTH JUDICIAL CIRCUIT  
MIAMI-DADE COUNTY, FLORIDA

ADMINISTRATIVE MEMORANDUM  
PROBATE DIVISION

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

---

**WHEREAS**, in the interest of ensuring fair, efficient, and proper administration of matters in the Probate Division of the Eleventh Judicial Circuit (“Probate Division”), the Probate Division created and updated 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; and

**WHEREAS**, the Probate Smart Forms and Probate Certification 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 Probate Certification Checklists were specifically designed to streamline the processing of cases to reduce the number of submission rejections, by ensuring litigants submit certain required documents.

**WHEREAS**, the Probate Smart Forms were specifically designed to streamline the processing of cases to ensure that common restrictions were included on necessary orders, and consistency across cases is maintained.

**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.”

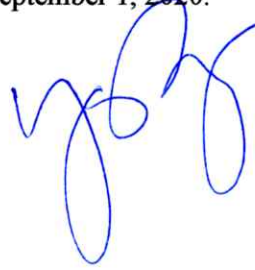
1. When submitting proposed orders in estate and guardianship administrations, all litigants must utilize the Probate Smart Forms when available. Litigants shall make all necessary elections, and fill-in all required sections, of the Smart Forms. Relatedly, should a party modify a Smart Form, he or she must inform the Court of said modification by sending a supporting document explaining need for such modification. Failures to (i) make necessary elections within Smart Forms, (ii) fill in required sections, or (iii) explaining modifications to Smart Forms may result in rejection of submission.

2. Litigants must use most recent Probate Smart Forms and Certification Checklists. Failure to do so may result in rejection of submission. The most recent Probate Smart Forms and Certification Checklists can be found on the 11<sup>th</sup> Judicial Circuit Website.

3. When submitting proposed orders in estate and guardianship administrations, all litigants must utilize the Probate Certification Checklists when available. The Probate Certification Checklists shall be submitted as a supporting document to the related submission. Any submission without an accompanying Probate Certification Checklist may be rejected and thus have to be resubmitted.

This Administrative Memorandum supersedes the July 11, 2016 memorandum on this same issue and shall remain in effect until further order of the Court.

This Administrative Memorandum shall become effective on September 1, 2020.

A handwritten signature in blue ink, consisting of several loops and a final flourish, positioned to the right of the second paragraph.