**CLERK OF THE CIRCUIT COURT**

**PROBATE DIVISION, FLAGLER COUNTY, FLORIDA**

**IN RE: Estate of Case No: \_\_\_\_\_\_\_\_\_\_ CP 000 \_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division: 48**

**ANCILLARY SUMMARY ADMINISTRATION – (TESTATE & INTESTATE)**

F.S. 733.202 & 734.102 and FL Probate Rules 5.200 & 5.470

**Petitioner’s Info: Rule 5.200(a)** **Decedent Info: Rule 5.200 (b)**

Name & Address Name & Address

Name & Office Address of Attorney Date of Death

Sworn to & Signed by Petitioner(s) State & County of domicile

Last 4 digits of Social Security Number

**Heirs & Beneficiaries and Marital Status: Rule 5.200 (c) Other Information required by Statute or Rule**

Beneficiaries listed in the Will (if Testate) & heirs at law Statement to show venue

Address for Beneficiaries & Heirs State the approximate value & nature of assets

State their relationship State whether probate proceedings are pending elsewhere

Provide birth year for Minors N/A  YES NO

**Rule 5.470 – Authenticated Copies from Domiciliary Estate** (If a petition is not required in the domiciliary estate this must be documented by affidavit or certificate)

**Testate**: Petition of Dom. Proceeding, Will, Order Admitting Will & authority of PR YES NO

**Intestate**: Petition & authority of PR YES NO

Is a **Death Certificate** for the decedent filed? YES NO

If appointment of someone other than the domiciliary personal representative is requested, a statement of the facts constituting grounds on which appointment is sought (Rule 5.470(3)) N/A YES NO

Does the name on the death certificate match what is written in the case style YES NO

**Notice – Service is not required on any beneficiary who will receive full distribution in the proposed schedule of distribution. Any beneficiary and any known or reasonably ascertainable creditor not joining or consenting must receive formal notice of this petition.**

Is not required

Formal notice is required and Proof of Service for all entitled has been filed

There is a question regarding notice, please refer to the note section

**Proposed Order of Summary**

Describe the assets & ***specifically designate*** the person to whom each asset is to be distributed

When required – make provision for payment of debts as outlined in Probate Rule 5.530 (9)

**Proposed Order Admitting Exemplified Copies/ Order Admitting Will**

The date in the Order Admitting Will agrees with the date as it appears on the Last Will & Testament

Order Admitting Will is provided or is in the Summary Order

Notes:

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I hereby certify that I have personally reviewed the documents filed in this matter and that the foregoing check sheet is accurate.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attorney of Record Clerk Staff