**IN RE: Estate of**

**Case Number:****PRDL**

**Deceased Division:** **10**

# WORKSHEET

# SUBSEQUENT ADMINISTRATION

**Time standards for closing does apply**

Type of closed prior Administration  Summary Administration  Formal Administration

**In compliance with FL Probate Rule 5.460 Petition for Subsequent Administration contains:**

Petitioner’s Name  State the reason for further administration

Petitioner’s Address  Statement as to the relief sought

State the Interest of Petitioner

Describe the asset(s) to be administered. **Attorney Information**

Give approximate value of the asset(s), **if known**.   Signed by attorney  Florida bar number

Identify asset(s) and location if applicable.  Address  Phone number

Signed by petitioner  **Filed Pro Se**

**$50.00 reopen fee has been paid.**  **YES**  **NO**  **N/A (Less than 90 days since closing of estate**)

On cases closed more than 90 days a $50.00 reopen fee is DUE and payable to the Clerk.

**Creditors who were not paid in previous administration must be given notice of this subsequent filing.**

Were all claimants paid in the previous administration? (Formal- review discharge worksheet. Summary - summary order)  YES  NO

If no, the court will require notice of this subsequent filing on all unpaid claimants.

Did the unpaid claimants receive notice of this filing? Mark N/A if all claims were paid.  YES  NO  N/A

**Unless specifically needed the court does not have to revoke the order of discharge**, reissue letters or require bond. Most situations that call to reopen the estate can be handled by the Motion/Petition for Subsequent Administration to distribute additional assets or to allow the former PR to perform a specific function or initiate a specific document and once done the case will automatically be closed without further order of the court.if the proposed order distributes the assets or directs the action such as permits the signature of a deed. However, if the Order of Discharge is revoked and the PR is reappointed with Letters then he/she will need to be discharged by the court. Review Clerk: Identify the purpose of the reopening in notes. (examples : **Newly discovered asset**, convey real property-PR Deed, correct legal description, secure homestead determination or correct deficiencies or scriveners errors) **For a newly discovered asset the value might not be known by the petitioner at the time of filing. This is okay if filing to reappoint PR or converting to Formal Administration.**

Does the proposed order:

1. Revoke the Order of Discharge or prior orders in Summary estate?  YES  NO
2. Reissue Letters of Administration?  YES  NO
3. Require a Bond?  YES  NO
4. Distribute or authorize action that will permit automatic closure?  YES  NO

Note: