

**State of Florida
Ninth Judicial Circuit of Florida**

Office of:
Lawrence R. Kirkwood
Circuit Court Judge
ORANGE COUNTY COURTHOUSE
425 N. ORANGE AVENUE
ORLANDO, FLORIDA 32801
<http://www.ninthcircuit.org>

ESTATE OF:

CASE NO.:

OBSERVATIONS:

The items marked by an "X" were omitted from the file and/or pleadings submitted. Please file corrective pleadings and mail to: Clerk of Court Probate Division, P. O. Box 4994, Orlando, Florida, 32802-4994, for submission to the Court.

As attorney of record, if you object to this request and feel you have complied with the Florida Statutes, the Probate Rules, and the case law with what you have previously filed, please set your case for a scheduled hearing (NOT AT EX PARTE) and give notice to all parties.

As a pro se litigant, if you object to this request and feel you have complied with the Florida Statutes, the Probate Rules, and the case law with what you have previously filed please file your objection in writing and mail to: Clerk of Court Probate Division, P. O. Box 4994, Orlando, Florida, 32802-4994.

Please Note: The clerk will not submit the proposed orders to the court for review until all items have been received.

Disposition of Personal Property Without Administration (Verified Statement):

	Petitioner's name
	Decedent's name.
	Last known address of decedent.
	Date of death of decedent or date listed conflicts with Death Certificate.
	No indication as to whether or not there is a Last Will and Testament.
	Description of Asset(s) to include: Name of financial institution, mailing address, and account/check number(s) that identify the assets.
	Name and address of funeral home that provided services for the decedent and/or amount of funeral service.
	No indication made as to whether or not funeral services have been paid.
	Name and address of person(s) or funeral home receiving distribution of the assets and/or full description of the assets to be disbursed.
	Petitioner did not sign petition.

Observation continued.

	Petition is not verified.
	Petition is not notarized.

Death Certificate:

	Death certificate not filed.
	Death certificate reflects different county of residence. If death certificate is incorrect, an amended death certificate must be filed or affidavit of domicile stating the decedent was a resident of Orange County.

Funeral Bill:

	Copy of invoice from Funeral Home not filed. If the funeral home has been paid, the invoice must reflect the amount that has been paid and by whom.
	Receipt or copy of cancelled check showing funeral bill has been paid in full.

Insurance Policy:

	If the funeral bill was paid by proceeds from an insurance policy, please provide a copy of the policy listing beneficiary, verification from insurance company, or copy of assignment of insurance from beneficiary to funeral home.
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Proposed Authorization/Order:

	The Verified Statement requested for more than one asset to be released. Please remit an additional \$_____to cover the fee for preparing all Authorizations necessary to disburse assets.
	Proposed Order of Disposition of Personal Property Without Administration not submitted.

Proof of Value of Assets:

	Copy of statement from financial institution not filed.
	Copy of NADA or Kelly Blue Book appraisal of automobile not filed.
	Vehicle Identification Number not provided.
	Documentation indicating value of stock(s) not provided.
	Copy of check made payable to the decedent or decedent's estate.

Miscellaneous:

	Petitioner did not pay funeral bill. Must have written and notarized consent from payer to disburse funds to petitioner.
	Other:
	Judge WILL NOT sign an order with only his signature on the last page.
	Judge WILL NOT sign any order that is a facsimile. Please submit original.