

**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. 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.

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

Petition for Administration (Intestate):

	Statement of interest of petitioner(s).
	Name and address of petitioner(s).
	Last known address of decedent.
	Social security number or last four digits of social security number.
	Date of death of decedent or date listed conflicts with Death Certificate.
	Place of death of decedent not consistent with Death Certificate.
	State and county of decedent's domicile and/or county listed conflicts with Death Certificate.
	Name and address of surviving spouse. Death Certificate shows decedent as "married".
	Name and address of beneficiary or beneficiaries and their relationship to decedent. _____.
	Date of birth of minor beneficiary.
	Statement showing venue.
	Petition to include statement that the proposed personal representative is qualified to serve under the laws of the state of Florida as personal representative.
	Petitioner is not the proposed personal representative. Proposed personal representative to submit a sworn statement that they are qualified to serve

Observation continued.

	under the laws of the State of Florida.
	Statement whether or not estate is taxable.
	Statement of approximate value and nature of assets.
	Statement whether domiciliary proceedings are pending in another state or country.
	Statement that after the exercise of reasonable diligence the petitioner is unaware of any other unrevoked will or codicil.
	If petitioner is aware of any other wills or codicils, petition must include statement as to why other wills or codicils are not being probated or statement of facts concerning any such will or codicil.
	Prayer clause missing and petition fails to request the court to appoint the personal representative.
	Attorney did not sign petition.
	Attorney's name, address, Florida Bar number, and phone number.
	Petitioner did not sign petition.
	Petition is not verified.

Death Certificate:

	Death certificate not filed.
	Death certificate reflects different county of residence. If death certificate is incorrect, an amended death certificate or affidavit must be filed. Otherwise, venue must be transferred.

Order Appointing Personal Representative:

	Order Appointing Personal Representative not submitted.
	Incorrect spelling of name(s) or incorrect date(s) on proposed order.

Oath of Personal Representative and Designation and Acceptance of Resident Agent:

	Oath of Personal Representative and Designation and Acceptance of Resident Agent not submitted
	Personal Representative failed to sign Oath.
	Personal Representative's signature not notarized.
	Notary seal expired or notary seal omitted from Oath.
	Resident Agent failed to sign Acceptance.
	Acceptance of Resident Agent not submitted.

Letters of Administration:

	Proposed Letters of Administration not submitted.
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Observation continued.

	Proposed Letters of Administration does not include 3" x 3" recording space.
	Incorrect spelling of name(s) within proposed Letters of Administration.
	Incorrect date of death on proposed Letters of Administration.

Notice to Beneficiaries/Heirs:

	Waiver of Priority, Consent to Appointment of Personal Representative, and Waiver of Notice and Bond from beneficiaries/heirs –or- Formal Notice must be served and proof of service filed.
	Proof of Service of Formal Notice.

Bond:

	Bond required in the amount of \$_____.
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Miscellaneous:

	Objection filed. Hearing required.
	A caveat by interested party has been filed. Formal notice must be served and proof of formal notice filed.
	Other: _____.
	Judge WILL NOT sign any order with only his signature on the last page.
	Judge WILL NOT sign any order that is a facsimile. Please submit original.
	Self-addressed, stamped envelope not provided for copies.

Review Date: May 12, 2008

CC:

Enclosures: Proposed Order(s) and/or Letters of Administration.