**FORMAL ADMINISTRATION OPENING CHECKLIST**

**PROBATE CASE NO.:**  **DATE OF DEATH:**

**ESTATE OF:**

**ATTORNEY OF RECORD:**

**ESTATE: Testate**   **Intestate**   **Ancillary**

1. Original **WILL** filed? YES NO N/A OTHER
2. Death Certificate Filed? YES NO

Recorded in Public Records: YES NO Book & Page No.

Filed in another case: CASE NAME:

COURT: CASE NO.:

1. Personal Representative - Testate Estate

Named in Will: YES

Selected by Majority: YES Waivers Attached YES

1. Personal Representative - Intestate Estate

Spouse YES

Selected by Majority: YES Waivers Attached YES

Heir Nearest in Degree: YES Waivers Attached YES

1. **Affidavit of Heirs attached?** YES NO

(**Must be filed to proceed**. 2nd Circuit Form can be found at the 2nd Circuit Judicial Website at: <http://2ndcircuit.leoncountyfl.gov/forms.php>)

1. BOND Approximate Value of Probate Assets $

Waived by Will? YES NO

Waived by Beneficiaries? YES NO Waivers Attached YES

Motion to Waive Bond filed with Court? YES NO

Court to consider Bond? YES NO

**Has Notice Been Given of Petition for Administration to all Interested Persons?**

YES NO

**If Notice has NOT been given, have Consents or Waivers been obtained from each, and filed with the Court?** YES NO

As Attorney for the Personal Representative, I CERTIFY this \_\_\_\_\_\_ day of , 20\_\_\_, that **I have personally reviewed** the foregoing Formal Administration OPENING Checklist and that the information provided here is accurate.

Attorney for Estate

**CLERK’S NOTES:** FL BAR NO.:

Attorney’s Mailing Address:

Email Address:

Telephone No.:

Facsimile No.: