

**SUMMARY ADMINISTRATION PETITION (NON-RESIDENT)**

Estate of \_\_\_\_\_  
 Case No.: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Attorney: \_\_\_\_\_

**Checklist**

<input type="checkbox"/>	Certified copy of death certificate [731.103; 5.205 (a) (3)]
<input type="checkbox"/>	Venue proper [733.101; 5.530(a)(4)] (can be state resident or non-resident 735.201)
<input type="checkbox"/>	Deceased 2 years <b>**OR**</b> estate less than \$75,000 [735.201 (2)] (circle one)
<input type="checkbox"/>	Correct beneficiaries listed, incl dob for minors [Fla. Bar Form No. P-2.0200 & 0210]
<input type="checkbox"/>	List all assets and values [735.203 (2) (b); 5.530 (a)(8)]
<input type="checkbox"/>	Not indebted OR: [735.206(2); 5.530(a)(9)(A)]
<input type="checkbox"/>	The name and address of each creditor, the amount of the debt, whether amount is exact or estimated, AND [5.530(a)(9)(B)]
<input type="checkbox"/>	Provision for full payment of the debt, OR [5.530(a)(9)(B)]
<input type="checkbox"/>	The name of the person paying the debt, creditor's consent, amount if debt is compromised, and terms of payment with any limitations of liability for payor. [5.530(a)(9)(B)]
<input type="checkbox"/>	Diligent search made for creditors & penalty for failure included [735.206 (2); 5.530(a)(9)]
<input type="checkbox"/>	Proposed distribution of assets [735.203 (2) (d); 5.530 (a)(12)]
<input type="checkbox"/>	Signed by benes and spouse [735.203 (1) (a)] or consents filed or formal ntc w/o obj.
<input type="checkbox"/>	Petition verified [735.203 (1) & 731.104; 5.530(a) & 5.020]
<input type="checkbox"/>	Formal Notice of petition given to creditors [5.530(b)]
<input type="checkbox"/>	Is there a will? (yes or none), If so:
<input type="checkbox"/>	Authenticated copies of Petition, Will and Order admitting will
<input type="checkbox"/>	Will is executed in conformity with law of state or country where will was executed. 732.502, 734.102(3), 734.104, 5.470(c); Estate of Swanson v. Larson, 397 So. 2d 465 (Fla. 2d DCA 1981)
<input type="checkbox"/>	Order admitting Will of non-resident [5.210; 5.530(c)]
	<b>Authenticated:</b> the judicial proceedings of any court of any state shall be admitted by the attestation of the clerk and seal of the court annexed, if a seal exists, together with a certificate of a judge of the court that the said attestation is in proper form. 28 U.S.C. § 1738. Also called triple seal, act of congress or triple seal. This is not a "certified copy."
<input type="checkbox"/>	If real property, it is not homestead [Fla. Const.] or separate homestead petition filed
<input type="checkbox"/>	Order sets forth specific distribution; includes cc: to creditors [5.530 (d)]

**Beneficiaries**

**Creditors**

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