



Clerk of the Circuit and County Courts
Orange County • Florida

Petition for Summary Administration

This packet should be filed by a beneficiary or a person nominated as Personal Representative in the decedent's Will who is seeking Summary Administration of a qualifying Florida estate. Summary Administration is a simplified probate process available for smaller estates.

A Summary Administration may be filed when:

- The value of the entire estate subject to administration in Florida does not exceed \$150,000, excluding exempt property; or
- The decedent has been deceased for more than two (2) years.

If the decedent has been deceased for less than two (2) years, proof that funeral expenses have been paid in full must also be submitted.

Filing Fee

Estates valued at less than \$1,000: \$235

Estates valued at \$1,000 or more: \$345

The Clerk's Office accepts payments in cash, personal check, cashier's check, and money order payable to the Orange County Clerk of Court. Visa, Mastercard, American Express, and Discover are also accepted. A \$3.50 processing fee applies to credit card transactions.

Filing Options

- Online: [Florida Courts E-Filing Portal] (<https://www.myflcourtagency.com/>)
- In Person or by mail: Orange County Clerk of Courts, Probate Division, 425 N Orange Avenue, Suite 335, Orlando, FL 32801

Please ensure all sections are completed fully, accurately, and legibly so the Clerk's Office can properly process your request

For Your Information

Petitioner – The individual requesting Summary Administration of the estate.

Decedent – The person who **has** passed away.

Testate Estate – An estate in which the decedent left a valid Will.

Intestate Estate – An estate in which the decedent died without a valid Will.



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Summary Administration – A simplified probate process available for qualifying estates that meet statutory requirements.

Contents of This Packet

- **Petition for Summary Administration** – This is the document that starts the probate case. It provides the Court with information about the decedent, heirs, beneficiaries, assets, and eligibility for Summary Administration. All sections must be completed fully and accurately. Incomplete petitions may result in delays or rejection by the Court.
- **Consent and Waiver of Notice** – This document is signed by an interested person, such as an heir, beneficiary, or surviving spouse, to indicate they consent to the Summary Administration and waive further notice of certain proceedings.
- **Affidavit of Heirs** – This sworn document identifies the decedent's lawful heirs. It is generally required in intestate estates where there is no valid Will.
- **Notice Regarding Original Will** – This document notifies the Court that the original Will has been located and submitted for probate. It helps ensure compliance with Florida probate requirements regarding original testamentary documents.
- **Designation of Email Address for a Party Not Represented by an Attorney** – This form allows self-represented parties to designate an email address for receiving court notices and documents.
- **Checklist for Summary Administration** – This checklist helps ensure that all required documents and statutory requirements have been met before the case is submitted for judicial review.
- **Order Admitting Will to Probate** – This proposed order requests that the Court recognize the decedent's Will as valid and admit it to probate. This document is only required in testate estates.
- **Order of Summary Administration** – This proposed order requests approval of the Summary Administration and distribution of estate assets. Assets should be described completely and accurately, including legal descriptions of real property, account numbers for financial assets, and VIN numbers for vehicles. Complete and accurate information helps prevent delays in transferring assets.
- **Motion/Order to Release Account Information** – These documents may be used when financial institutions require a court order before releasing account information. They allow the petitioner to obtain information necessary to identify and value estate assets. These documents are only needed when proof of assets cannot otherwise be obtained.

Required to File

- Decedent's death certificate
- Receipt showing full payment of funeral expenses if the decedent died within the last two (2) years
 - Original Will, if applicable (must be submitted by mail or hand delivery)
- Exemplified copies of probate proceedings from another state, if applicable



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• Documentation showing the value of financial assets, such as bank statements
• Vehicle title and estimated vehicle value, if applicable
• Applicable filing fee

What to Expect After Filing

1. The Clerk's Office will review the filing for completeness and statutory requirements.
2. Once all required documents have been received, the case will be submitted to the Judge for review.
3. If additional information or corrections are required, a deficiency may be issued.
4. If approved, the Judge will sign the Order of Summary Administration.
5. Certified copies of the signed Order may be purchased from the Clerk's Office and used to transfer estate assets to the appropriate beneficiaries.

Summary Administration is only available when all statutory requirements have been met. Filing a petition does not guarantee approval. Missing information, incomplete forms, or insufficient documentation may result in delays or denial of the requested relief.



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