IN THE CIRCUIT COURT OF THE NINTH JUDICIAL CIRCUIT

IN AND FOR ORANGE COUNTY, FLORIDA

IN RE: THE ESTATE OF **CASE NUMBER: _____**

_____, **Probate Division**

Deceased.

_____/

PETITION FOR SUMMARY ADMINISTRATION

Intestate (No Will) ☐ or Testate (Will) ☐

[*Notice of Original Will* required by *Administrative Order 2021-24* to be filed in every case, was filed on (date)_____]

1. Petitioner(s), _____states:

2. Petitioner's address and phone number and e-mail are

_____

_____

3. The last four digits of the Decedent's social security number: _____

4. Petitioner's relation to the Decedent: _____

5. Decedent's address was: _____

6. Decedent's age was_____ on Decedent's date of death_____

7. Decedent was domiciled in _____ County at the time of death.

8. Decedent's Beneficiaries: their names, addresses, and age (*DOB if minor*).

Name	Address	Relationship to Decedent	Age and DOB if minor

An Affidavit of Heirs must be filed along with the Petition when required by Administrative Order 2022-08.

9. Venue is in Orange County because: _____

10. The estate qualifies for Summary Administration because:

    a. ☐ The value of the estate, less than the value of the property exempt from claims of creditors, is less than $150,000.00, OR
    b. ☐ The Decedent has been dead for more than 2 years.

11. Proceedings concerning Decedent's estate (*check one*) ☐ are or ☐ are not pending in another State or County. If Proceedings are pending in another State or County, provide the following:

    a. Name of State _____
    b. Name of County _____
    c. Name and address of Personal Representative/ Executor in the other proceeding:

_____

_____

_____

12. According to Petitioner's best knowledge, information, and belief, Decedent left the following property:

    a. Personal Property (Cash and Tangible Property)

Asset	Value

For any bank account, insurance accounts, or other financial assets, you must provide a recent statement reflecting on the current value

b. Real Property (Legal Description, Physical Address, and Parcel Number)

_____

_____

_____

_____

c. How is this property titled? _____

Attach a deed or other complete legal description of property for verification of ownership. Documents may be obtained at the Comptroller's office. Please note that property appraiser's records generally will not include a full legal description. The Court cannot take action without accurate documentation

13. With respect to the claim of creditors *[check any that apply]*

a. ☐ Creditor claims are barred because the decedent has been dead for more than 2 years or the publication period has expired

OR

b. ☐ The Petitioner has made a diligent search and reasonable inquiry for any known or reasonably ascertainable creditors. To the extent known to petitioner, the names and addresses of all known or reasonably ascertainable creditors of decedent, with the amounts owing to each of the creditors respectively, are as follows: (attach additional page

Name of Creditor	**Address of Creditor**	**Amount of Debt**	**Has full payment been made to the Creditor? If so, by whom?**

(Attach additional pages as necessary). Formal Notice of the Petition must be served on the creditors listed above by certified mail and proof of service filed with the court.

OR

c. ☐ The Petitioner has made a diligent search and reasonable inquiry for any known or reasonable ascertainable creditors and the estate is not indebted.

WHEREFORE, Petitioner(s) requests to distribute the estate as follows:

Name	Asset / Property	Share or Amount

All interested parties must either 1) sign the Petition, 2) sign a joinder, waiver and consent, or 3) be served formal notice of the Petition and proof of notice filed with the court. Add additional pages as needed.

By signing this *Petition*, Petitioner acknowledges that the recipients of the Decedent's property under this *Order of Summary Administration* shall be personally liable for a pro rata share of all lawful claims against the estate of the Decedent, but only to the extent of the value of the estate of the Decedent actually received by each recipient, exclusive of the property exempt from claims of creditors under the Constitution and Statutes of Florida. Any known or reasonably ascertainable creditor who did not receive notice and for whom provision for payment was not made may enforce the claim, and if the creditor prevails, shall be awarded reasonable attorney's fees as an element of costs against those who joined in the *Petition*.

BEFORE YOU SUBMIT THIS FORM HAVE YOU:

- ☐ **Included an original or a copy of the Death Certificate?**
- ☐ **Completed the Affidavit of Heirs as required under Administrative Order 2022-08?**
- ☐ **Completed Joinder/Waivers for all interested parties or had them sign this Petition? (If not, formal notice of the Petition must be served on a beneficiary not joining in the**

Petition)

- ☐ **Have you submitted a proposed Order?**
- ☐ **For any real property, included a deed showing the property was owned by the deceased with a full legal description?**
- ☐ **For all other assets, included a complete recent statement showing the financial institution and associated account number?**
- ☐ **The original will or a copy of a will filed in the jurisdiction listed in paragraph 10 above?**

Under penalties of perjury, I declare that I have read the foregoing *Petition for Summary Administration*, and the facts alleged therein are true, to the best of my knowledge and belief. (*Attach additional pages as necessary*).

_____	_____	_____
Petitioner 1 Signature	Printed Name	Date

_____

Petitioner 1 email address

_____	_____	_____
Petitioner 2 Signature	Printed Name	Date

_____

Petitioner 2 email address