

IN THE CIRCUIT COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA

CHECKLIST FOR CLOSING FORMAL ADMINISTRATION

Estate of: _____ Case No: _____

Date of Death: _____ Attorney of Record: _____

Age at Death: _____ Marital Status: _____

Decedent's Residence as listed on Death Certificate: _____

Type of Estate: Testate Intestate Ancillary

	Attorney Certification			Review of Attorney Certification
	YES	NO	N/A	CONFIRMED
1. Notice of Administration Served as Required by 5.240				
Surviving spouse served? 5.240(a)(1) No surviving spouse: <input type="checkbox"/>				
Proof of Service to Spouse filed?				
If surviving spouse is not served is waiver signed and filed as required by 5.240(e)?				
All beneficiaries served? 5.240(a)(2)				
Proof of Service to all beneficiaries filed?				
If all beneficiaries are not served are waivers signed and filed as required by 5.240(e)?				
Trustee of trust served as described in 733.707(3)? 5.240(a)(3) No Trust: <input type="checkbox"/>				
Proof of Service to trustee filed?				
If trustee is not served are waivers signed and filed as required by 5.240(e)?				
If the trustee is also a personal representative, has each qualified beneficiary of the trust as defined in 736.0103(16) been served? 5.240(a)(3) Trustee is not a personal representative: <input type="checkbox"/>				
Proof of Service to each qualified beneficiary of the trust filed?				
All persons who may be entitled to exempt property as defined in 732.402 served? 5.240(a)(4) None: <input type="checkbox"/>				
Proof of Service to all persons who may be entitled to exempt property served?				
2. Notice to Creditors as Required by 5.241 and 733.2121				
Notice to Creditors has been served on Agency for Health Care Administration as required by 733.2121(d) Decedent not 55+: <input type="checkbox"/>				
Proof of Service to Agency for Health Care Administration filed?				
Was Notice to Creditors required to be served on Department of Revenue?				
If so, was Department of Revenue served?				
Proof of Service of Inventory filed?				
All other known creditors have been served and Proof of Service has been filed?				

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Proof of Publication of Notice of Creditors filed? 5.241					
If Proof of publication is not filed are claims barred as described in 733.710(1)? Proof of Publication filed: <input type="checkbox"/>					
Verified Diligent Search and Statement Regarding Creditors filed within 4 months of 1 st publication date as required by 5.241(d)? Claims barred: <input type="checkbox"/>					
3. Verified Inventory Filed Within 60 Days from the Issuance of Letters of Administration as Required by 5.340 and 733.604					
Surviving spouse served as required by 5.340(d)? No surviving spouse: <input type="checkbox"/>					
Proof of Service to spouse filed?					
Each Heir at Law in an intestate estate served as required by 5.340(d)? Not intestate: <input type="checkbox"/>					
Proof of Service to Each Heir at Law filed?					
Each residuary beneficiary in a testate estate served as required by 5.340(d)? Not testate: <input type="checkbox"/>					
Proof of Service to each residuary beneficiary filed?					
All other interested person(s), who have requested the Inventory in writing, served as required by 5.340(d)? None: <input type="checkbox"/>					
Proof of Service to all other interested person(s) filed?					
4. Notice to Nonresiduary Beneficiaries as Required by 5.340(f) and 733.604					
All nonresiduary beneficiaries have been provided: <input type="checkbox"/> Written notice of their right to receive a written explanation of how the inventory value for each asset distributed to them, or proposed to be distributed to them, was determined; or <input type="checkbox"/> Written notice of their right to receive a copy of an appraisal, if any, of the assets.					If yes, mark boxes on left
5. Creditors 733.705 and 733.710(1) Estate is NOT indebted <input type="checkbox"/>					
Claims are barred as described in 733.710(1)?					
All filed claims are satisfied?					
All filed claims that are not satisfied are settled?					
Objection to claim has been filed as described in 733.705(2)?					
No Independent Action has been timely filed as described in 733.705(5)?					
6. Taxes 5.395 and 198.32					
Affidavit of no FL tax due filed as described in 198.32?					
Notice of Federal Tax Return served on all Interested Parties?					
Tax Return due nine months from date of death or _____ (date)					
Federal Estate Tax Closing Letter filed?					
7. Civil Actions and Adversary Proceedings 5.025 and 5.065					
Any adversary proceedings filed? 5.025					
If yes, have proceedings been disposed?					
Any Notice of Civil Actions filed? 5.065					

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If yes, have proceedings been disposed?					
8. Final Accounting Complying with 5.400 , 5.180, and 731.302					
Final Accounting filed in accordance with 5.400(c)?					
Were all Interested Persons served? No final accounting filed: <input type="checkbox"/>					
Any objections to final accounting filed? No final accounting filed: <input type="checkbox"/>					
All objections resolved? No final accounting filed: <input type="checkbox"/>					
If Final Accounting was not filed, are waivers by all interested parties filed in accordance with 5.180? Final accounting filed: <input type="checkbox"/>					
9. Petition for Discharge Complying with 5.400 Filed					
Petition for Discharge signed by the Personal Representative? 5.330(g)					
Petition for Discharge served on all interested persons? 5.400(c)					
If Petition for Discharge has not been served, are consents filed?					
The 30 day time period is expired for filing objections to the discharge?					
Are there any unresolved objections to the Petition for Discharge?					
<i>Name of Interested Persons served with Petition for Discharge:</i>					
1.	Waiver () or Date Served (/ /)				
2.	Waiver () or Date Served (/ /)				
3.	Waiver () or Date Served (/ /)				
4.	Waiver () or Date Served (/ /)				
5.	Waiver () or Date Served (/ /)				
6.	Waiver () or Date Served (/ /)				
7.	Waiver () or Date Served (/ /)				
10. Plan of Distribution Complying with 5.400(b)(5) Filed					
Report of Distribution filed as required by 5.400(e)?					
If Report of Distribution is not filed are waivers filed as described in 5.180(b)? Proof filed: <input type="checkbox"/>					
11. Beneficiaries/Heirs					
Receipts from all beneficiaries/heirs filed? Waivers filed: <input type="checkbox"/>					
12. Compensation Fees Paid 5.400(b)					
Petition for Discharge shows compensation paid to attorneys, accountants, personal representative(s) and others employed by the personal representative(s)?					
Petition for Discharge shows the manner of determining compensation?					
13. Miscellaneous					
Petition to Determine Exempt Property filed? 5.406 / 732.402					
Order Determining Exempt Property issued?					
Petition to Determine Homestead Exemption filed? 5.405					
Order Determining Homestead Exemption issued?					

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Petition to Determine Family Allowance filed? 5.407				
Order Determining Family Allowance issued?				
Petition to Determine Beneficiaries filed? 5.385				
Order Determining Beneficiaries issued?				
The State of Florida checked for unclaimed property? https://www.fltreasurehunt.org				
Death Certificate of any beneficiaries filed?				
Proposed Order of Discharge filed?				

I certify that I have personally reviewed the foregoing checklist and it is accurate. In making the certification, I have relied upon the information set forth in the pleadings and court filings.

Attorney for Estate: _____ **Date:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: (_____) _____

Email address: _____