

Summary Administration with or without Will

Summary Administration may be appropriate for an estate with assets valued less than \$75,000.00 or if the Decedent has been deceased for more than 2 years.

For Estates with assets above \$1,000.00 there is a \$345.00 filing fee.
For Estates with assets below \$1,000.00 there is a \$235.00 filing fee.

The St. Johns County Public Library System and the St. Johns County Clerk of the Circuit Court and Comptroller's office cannot provide legal advice. These forms are provided as a courtesy and may not be legally sufficient to successfully administer all assets of an estate.

Please consult an attorney for further assistance.

To file the Summary Administration please visit the Probate Division of the St. Johns County Clerk of the Circuit Court and Comptroller located at:

The Richard O. Watson Judicial Center
4010 Lewis Speedway - Building C, Room 136
St. Augustine, Florida 32084

Phone: 904-819-3655

IN THE CIRCUIT COURT FOR

COUNTY, FLORIDA

PROBATE DIVISION

FILE NO.: _____

IN RE: ESTATE OF

**PETITION FOR
SUMMARY ADMINISTRATION
WITH WILL**

Deceased

Petitioner alleges:

1. The interest of the Petitioners in this estate is as beneficiaries under the will. The name and office address of petitioner's attorney (if any) is as follows: _____

2. The name, last known address and Social Security number of decedent are: _____

_____. The date and place of death are _____. Decedent was domiciled in _____ County, State of _____.

3. So far as is known, the names and addresses of the beneficiaries and decedent's spouse (if any), their relationship and the date of birth of any minors are as follows:

Name and Address:

Relationship:

Birth date if under 18:

4. Venue for this proceeding is in this county because _____

5. Regarding debts of the estate:

A. The estate is not indebted

B. All creditors' claims are barred

C. Provision for payment of debts has been made

6. The nature and approximate value of the assets in this estate subject to probate in the State of Florida is:

Total value is approximately \$ _____.

7. The unrevoked will of decedent is dated _____ and the unrevoked codicils of decedent are dated _____.

8. Petitioner(s) is/are not aware of any other unrevoked wills or codicils.

9. The original decedent's last will is in the possession of the court or accompanies this petition.

10. Petitioners are entitled to summary administration because the decedent's will does not direct administration as required by chapter 733 and

A. The value of the estate subject to administration in this state, less the value of property exempt from claims of creditors, is less than \$75,000

B. The decedent has been dead for more than 2 years.

11. The petitioners propose to distribute the estate as follows:

Beneficiary:

Share:

Under penalties of perjury, I declare that I have read the foregoing, and the facts alleged therein are true, to the best of my knowledge and belief.

Date _____.

Petitioners:

IN THE CIRCUIT COURT FOR

COUNTY, FLORIDA

PROBATE DIVISION

FILE NO.: _____

IN RE: ESTATE OF

**ORDER OF
SUMMARY ADMINISTRATION
WITH WILL**

Deceased

This cause came before the Court upon the Petition for Summary Administration of the estate of _____, deceased, and the court finding that decedent died on _____ at _____ that the material allegations of the petition are true; that decedent's Last Will and Testament, executed on _____, has been admitted to probate; that this estate qualifies for summary administration, it is

ADJURED that there be immediate distribution of the assets of the decedent, subject to this Summary Administration, as follows:

ADJURED FURTHER, that the above-listed beneficiaries shall be entitled to receive and collect the shares of the estate distributed to them and to maintain actions to enforce their rights to the property; and that those holding the property of the decedent, including those in whose name decedent's securities (if any) are registered, are hereby authorized and directed to transfer and turn over such property to the beneficiaries without accountability to anyone else for the property.

ORDERED this _____ day of _____, _____

Circuit Court Judge

IN THE CIRCUIT COURT FOR

COUNTY, FLORIDA

PROBATE DIVISION

FILE NO.: _____

IN RE: ESTATE OF

**ORDER ADMITTING
WILL TO PROBATE
(SELF-PROVED)**

Deceased

The instrument presented to this court as the last will of

_____,
deceased, having been executed in conformity with law, and made self-proved at the time of its execution by
the acknowledgement of the decedent and the affidavits of the witnesses, each made before an officer
authorized to administer oaths and evidenced by the officer's certificate attached to or following the will in
the form required by law, and no objection having been made to its probate, and the court finding that the
decedent died on _____, _____, it is

ADJURED that the will dated _____, _____, and attested by

as subscribing and attesting witnesses, is admitted to probate according to law as the last will of the
decedent.

ORDERED on _____, _____.

Circuit Court Judge