

## 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  
WITHOUT 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. Petitioner(s) is/are not aware of any other unrevoked wills or codicils.
8. Petitioners are entitled to summary administration because the decedent did not leave a will 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.
9. 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:

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IN THE CIRCUIT COURT FOR  
\_\_\_\_\_  
COUNTY, FLORIDA

PROBATE DIVISION

FILE NO.: \_\_\_\_\_

IN RE: ESTATE OF

**ORDER OF  
SUMMARY ADMINISTRATION  
WITHOUT 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 and 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

**NOTICE TO CREDITORS  
SUMMARY ADMINISTRATION**

Deceased

Administration of the estate of \_\_\_\_\_, deceased, file number \_\_\_\_\_, has been filed in the Circuit Court for \_\_\_\_\_ County, Florida, located at \_\_\_\_\_. The name and address of the person publishing this notice are: \_\_\_\_\_.

The name and address of the personal representative's attorney (if any) are: \_\_\_\_\_.

All the persons having claims or demands against the estate are notified that an order of summary administration has been entered by the court. The total cash value of the estate is \$\_\_\_\_\_ and the persons to whom it was assigned are:

Name:

Address:

All claims against the estate must be filed within the time periods set forth in §733.702, Florida Statutes, to wit: within the later of 3 months after the date of the first publication of the notice of administration, or as to any creditor required to be served with a copy of this notice, 30 days after the date of service of such copy of the notice on the creditor or be forever barred.

The date of the first publication of this Notice is \_\_\_\_\_.

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