

Tom W. Bexley  
Clerk of the Circuit Court & Comptroller

Statement of Claim Packet

For your convenience, you may print a creditor's Statement of Claim form shown below and mail it to our office for filing. The claim may only be filed into an existing Estate case. Please check our website for a case number before submitting a claim. Please check the case type! Go to [www.flaglerclerk.com](http://www.flaglerclerk.com), select Court Records and search by the decedent's name. Please include the case on your forms.

**What is a Statement of Claim?**

Florida Probate Rule 5.490 requires that the Claim be filed in duplicate with one Copy containing an original signature. The Clerk will send a copy of the claim to the attorney for the Personal Representative or Petitioner. If you are wishing a date-stamped copy, be returned to you, you will need to provide an original, 1 copy and a self-addressed pre-paid stamped envelope.

**Mail your completed claim to:**

Kim C. Hammond Justice Center,  
ATTN: Probate Division,  
1769 E. Moody Boulevard,  
Building 1, Bunnell, Florida, 32110.

**What's included:**

- |                                     |  |
|-------------------------------------|--|
| 1. General Information              | 6. Request to be Excused from E-mail                     |
| 2. Rule 5.490                       | 7. Notice of Change of Mailing Address/<br>Email address |
| 3. Statement of Claim               | 8. E-Filing Directions                                   |
| 4. Informational – Pro Se Litigants |  |
| 5. Designation of Email Address     |  |

**Fees:** Statement of Claim Packet (11 pgs): \$1.65

Regular Copy: \$1.00 per page

Certified Copy: \$2.00, plus an additional \$1.00 per page

**Resources:**

**Florida Statutes:** [www.flsenate.gov/laws/statutes](http://www.flsenate.gov/laws/statutes)

Florida Probate Rules: <https://www-media.floridabar.org>

**Contact the Probate Division:** (386) 313 – 4497 or via email [probate@flaglerclerk.com](mailto:probate@flaglerclerk.com)

DISCLAIMER: THIS DOCUMENT IS PROVIDED FOR INFORMATION PURPOSES ONLY AND IS NOT INTENDED TO BE A COMPREHENSIVE REVIEW OF THE LAW OR A SUBSTITUTE FOR LEGAL ADVICE. PLEASE REVIEW THE APPLICABLE STATUTES AND COURT RULES AND CONSULT WITH A QUALIFIED PRIVATE ATTORNEY FOR ASSISTANCE

## **RULE 5.490. FORM AND MANNER OF PRESENTING CLAIM**

**(a) Form.** A creditor's statement of claim shall be verified and filed with the clerk and shall state:

- (1) the basis for the claim;
- (2) the amount claimed; January 1, 2025 Florida Probate Rules 213
- (3) the name and address of the creditor;
- (4) the security for the claim, if any; and
- (5) whether the claim is currently due or involves an uncertainty and, if not due, then the due date and, if contingent or unliquidated, the nature of the uncertainty.

**(b) Service.** The clerk shall serve a copy of the claim as set forth in rule 5.041, to the attorney for the personal representative, unless all personal representatives file a notice directing those claims be served on a designated personal representative or designated attorney of record. Absent designation, a copy of claim shall be served on the attorney for the personal representative named first in the letters of administration. The clerk shall note the fact and date of service on the statement of claim pursuant to this rule.

**(c) Validity of Claim.** Failure to deliver or receive a copy of the claim shall not affect the validity of the claim.

**(d) Amending Claims.** If a claim as filed is sufficient to notify interested persons of its substance but is otherwise defective as to form, the court may permit the claim to be amended at any time.

**(e) Service by Personal Representative.** If the personal representative files a claim individually, or in any other capacity creating a conflict of interest between the personal representative and any interested person, then at the time the claim is filed, the personal representative shall serve all interested persons with a copy of the claim and notice of the right to object to the claim. The notice shall state that an interested person may object to a claim as provided by law and rule 5.496. Service shall be either by informal notice or in the manner provided for service of formal notice. Service on one interested person by a chosen method shall not preclude service on another interested person by another method.

### **Committee Notes**

Subdivision (d) of this rule represents a rule implementation of the procedure found in section 733.704, Florida Statutes. It is not intended to change the effect of the statute from which it was derived but has been reformatted to conform with the structure of these rules. It is not intended to create a new procedure or modify an existing procedure.

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IN THE CIRCUIT COURT OF THE SEVENTH JUDICIAL CIRCUIT  
IN AND FOR FLAGLER COUNTY, FLORIDA

Case Number: \_\_\_\_\_  
Division: \_\_\_\_\_

IN RE: THE ESTATE OF:

\_\_\_\_\_,  
DECEASED

**STATEMENT OF CLAIM**

The undersigned hereby presents for filing against the above estate this statement of claim and alleges:

CLAIMANT: NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
AMOUNT OF CLAIM: \$ \_\_\_\_\_

1. The basis for the claim is  
\_\_\_\_\_  
\_\_\_\_\_
2. The social security or tax identification number of the claimant is: \_\_\_\_\_ and the name and address of the claimant's attorney, if any, are as set forth below.
3. The amount of the claim is \$ \_\_\_\_\_ which is now due, or, if not due, will become due on \_\_\_\_\_ (*date*).
4. The claim (is) (is not) contingent or liquidated. If contingent or unliquidated, the nature of the uncertainty is  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. The claim (is) (is not) secured. If secured, the security consists of  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Dated \_\_\_\_\_.

\_\_\_\_\_  
Signature of Attorney for Claimant  
Florida Bar Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Claimant  
  
FOR THE CLERK:  
Copy mailed/ emailed to the Personal  
Representative on  
\_\_\_\_\_, 20 \_\_\_\_\_. Tom  
Bexley  
CLERK OF THE CIRCUIT COURT  
  
BY: \_\_\_\_\_  
Deputy Clerk

**CLAIM MUST BE FILED IN DUPLICATE**

To all parties without an attorney to represent them:

Florida Rule of General Practice and Judicial Administration 2.530 provides for the use of communication technology within the court. Please fill out one of the next two forms, to either provide the court with your email address(es) for communication purposes or to request to be excused from email service. This is mandatory.

PLEASE NOTE: You **CAN NOT** file your paperwork via email or GovQA. You may electronically file your documents through the Florida E-filing Portal and instructions for setting up an account and electronically filing are provided on the pages following the email forms.

**\*\*** Please remember to check your SPAM folder for emails from the court. **\*\***

**IN THE SEVENTH JUDICIAL CIRCUIT COURT  
IN AND FOR FLAGLER COUNTY, FLORIDA**

In Re:

\_\_\_\_\_  
(Decedent's Name)

Case Number: \_\_\_\_\_

**DESIGNATION OF E-MAIL ADDRESS FOR A  
PARTY NOT REPRESENTED BY AN ATTORNEY**

Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C), I,  
(name)\_\_\_\_\_, designate the e-mail address(es) below for  
electronic service of all documents related to this case.

By completing this form, I am authorizing the court, clerk of court,  
and all parties to send copies of notices, orders, judgments, motions,  
pleadings, or other written communications to me by e-mail or through  
the Florida Courts E-filing Portal.

I understand that I must keep the clerk's office and the opposing  
party or parties notified of my current e-mail address(es) and that all  
copies of notices, orders, judgments, motions, pleadings, or other written  
communications in this case will be served at the e-mail address(es) on  
record at the clerk's office.

(designated e-mail address)\_\_\_\_\_

(secondary designated e-mail address(es)

(if any))\_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished to the clerk of court for  
Flagler County and (list any opposing parties and their email/ mailing  
addresses) \_\_\_\_\_

by (e-mail) (delivery) (mail) on (date)\_\_\_\_\_.

(signature) \_\_\_\_\_ (printed name) \_\_\_\_\_

(e-mail address) \_\_\_\_\_

(address)\_\_\_\_\_

(phone number)\_\_\_\_\_

**IN THE SEVENTH JUDICIAL CIRCUIT COURT  
IN AND FOR FLAGLER COUNTY, FLORIDA**

In Re:

\_\_\_\_\_  
(Decedent's Name)

Case Number: \_\_\_\_\_

**REQUEST TO BE EXCUSED FROM E-MAIL SERVICE FOR A  
PARTY NOT REPRESENTED BY AN ATTORNEY**

I, (name)\_\_\_\_\_ request to be excused pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(D) from the requirements of e-mail service because I am not represented by an attorney and:

☐ I do not have an e-mail account.

☐ I do not have regular access to the internet.

By choosing not to receive documents by e-mail service, I understand that I will receive all copies of notices, orders, judgments, motions, pleadings, or other written communications by delivery or mail at the following address:

(address)\_\_\_\_\_

I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing address.

Pursuant to section 92.525, Florida Statutes, under penalties of perjury, I declare that I have read the foregoing request and that the facts stated in it are true.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Phone number: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished to the clerk of court for Flagler County and (list any opposing parties and their email/ mailing addresses)

by (e-mail) (delivery) (mail) on (date)\_\_\_\_\_.

(signature) \_\_\_\_\_

(printed name) \_\_\_\_\_

(phone number)\_\_\_\_\_

(address)\_\_\_\_\_

**CLERK'S DETERMINATION**

Based on the information provided in this request, I have determined that the applicant is excused from the e-mail service requirements of Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C).

Dated: \_\_\_\_\_ Signature of the Clerk of Court: \_\_\_\_\_

ENEXPR

**IN THE SEVENTH JUDICIAL CIRCUIT COURT  
IN AND FOR FLAGLER COUNTY, FLORIDA**

In Re:

\_\_\_\_\_  
(Decedent's Name)

Case Number: \_\_\_\_\_

**NOTICE OF CHANGE OF MAILING ADDRESS  
OR DESIGNATED E-MAIL ADDRESS**

I, (name) \_\_\_\_\_ certify that my (mailing address or  
designated e-mail address) has changed to \_\_\_\_\_

\_\_\_\_\_  
I understand that I must keep the clerk's office and any opposing  
party or parties notified of my current mailing address or e-mail address.  
I will file a written notice with the clerk if my mailing address or e-mail  
address changes again.

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished to the clerk of court for  
Flagler County and (list any opposing parties and their email/ mailing  
addresses) \_\_\_\_\_  
by (e-mail) (delivery) (mail) on (date)\_\_\_\_\_.

(signature) \_\_\_\_\_

(printed name) \_\_\_\_\_

(e-mail address) \_\_\_\_\_

(address)\_\_\_\_\_

(phone number)\_\_\_\_\_

## Creating a User Account with the Florida e-Filing Portal

**Before you register, plan the following:**

- a) What user name you will use. This can be an email address.
- b) What password you will use. Passwords must be between 6 and 16 characters and one character must be a number.
- c) Which security question you will use (see the drop-down with your choices below).



- d) What security answer you will use.
- e) What email addresses (up to 3) will be used. The email addresses can always be changed at a later date.

User Name chosen: \_\_\_\_\_

Password chosen: \_\_\_\_\_

Security Question chosen: \_\_\_\_\_

Answer chosen: \_\_\_\_\_

Primary email address used: \_\_\_\_\_

Alternate email #1: \_\_\_\_\_

Alternate email #2: \_\_\_\_\_

**When you have your information ready:**

1. Go to: <https://www.myflcourtaccess.com/default.aspx>
2. Under 'Do not have an account - Register Now' select the Self-Represented Litigant role.
3. Click on 'Register'.
4. Enter a User Name. This can be an email address.
5. Create a password.
6. Re-type the password in the next field.
7. Select a Security Question,
8. Type in a Security Answer,
9. You **must** provide a First and Last Name, but there is room for a middle name and suffix.
10. Enter email address(es).



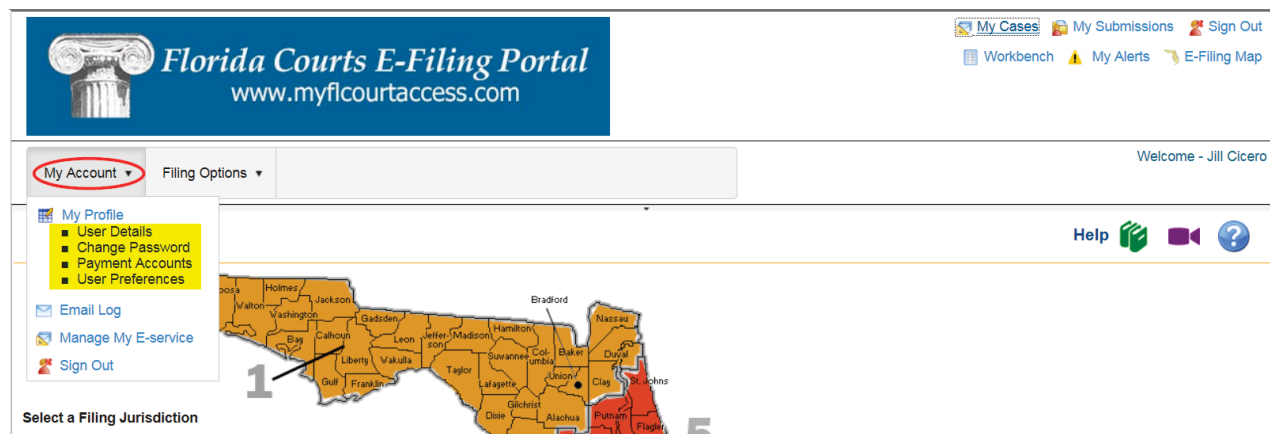
11. Enter the street address. If needed, use the second field for additional information (floor, Room, unit info, etc.)
12. Enter the city, state, and zip in their respective fields.
13. Enter a contact phone number, including area code and extension, if any.
14. Check the box for 'I'm not a robot'.
15. Click on 'Register'.
16. You will be forwarded to a page with 'Registration Complete'.
17. You will receive an automated email to confirm your information has been submitted.
18. You will receive a 2<sup>nd</sup> automated email to activate your account. Click on the link within the email.
19. You will be brought to a page that has the security question from step 7 displayed.
20. Enter your security answer from step 8.
21. Click on 'Activate.' You will be directed to a page announcing your account has been successfully activated. You may now log in from this same page and begin e-Filing.

### If you forget your user name or password:

1. Go to the portal website.
2. Below the user name and password fields are buttons for 'Forgot User Name?' and 'Forgot Password?'. Click on the appropriate one.
3. You will be able to enter your **Primary** email address for assistance.

### If you need to change your registration information:

1. Log in to the portal.
2. From the home page (map of Florida), click on 'My Account'.
3. Select the option under 'My Profile'.



## Efiling Instructions for Self-Represented Litigants

1. Get your documents together in a digital form by scanning them into a file. Documents should be scanned using the black and white (monochrome) setting on your scanner. Scan each document separately. Do not combine documents, even if they are for the same case.
2. Log in to <https://www.myflcourtagency.com/default.aspx> with your login and ID.
3. If you are not already on the E-filing map page, click on the E-filing Map icon in the top right-hand corner.

### If there is a problem with your submission:

Unlike paper petitions, with the portal, we can notify you immediately by returning a document that has an issue such as:

- Missing signature
- Illegible documents
- Missing pages

You should receive an email telling you that the batch (or submission) has been sent back to you or is in the Correction Queue. There should be a hyperlink in the email, or you can log into the Portal and it will appear under your alerts. The filing number will be a hyperlink. If you click on the hyperlink, you should see the filing, with a notation from the clerk (as highlighted in yellow):

Filing # 277487 - Correction Queue Case Information

Note From Clerk: TEST PROBATE PENDING WAS SENT TO THE PENDING QUEUE

Case Information Case Parties Documents Service List Review and Submit

Type: Trial County: Pinellas Division: Probate Total Fee: \$400.00

Case #: NEW CASE Type: ESTATE / FORMAL ADMINISTRATION Status:

Case Title: Circe Lannister VS

This note is what the clerk can tell you needs to be corrected. The clerk only has 60 characters (including spaces) to relay the problem, per document within the filing. Each of the icons below the Note (outlined in red) are tabs, just as in the original filing.

**Case Information:** click here to change the case number on an existing pleading, or the court type or case type on a new case.

**Case Parties:** you will only be able to change or add parties on a **new** case, not on any subsequent pleadings.

**Documents:** if there is an issue with the document(s), click on REPLACE to upload a new version of the document and **keep your original filing date/time!** If you remove and then add another document, the added document will get a new date/time filing stamp.

Document	Document Group/Type	Fee	Pages	File	Size(MB)
<a href="#">✖ Remove</a> <a href="#">↻ Replace</a>	Correspondence Priority Request	\$0.00	1	<a href="#">View</a> <a href="#">sample Priority Request 1 pg.docx</a>	0.05
<a href="#">✖ Remove</a> <a href="#">↻ Replace</a>	All Petition For Formal Administration			<a href="#">Sample Word 6 pgs.doc</a>	0.03
<a href="#">Add</a>					
Total				Documents	0.08

If you REPLACE a document, you will keep the original date/time filing stamp. If you click on REMOVE, then ADD a new document, you will get a new date/time filing stamp.

**Service List:** verify that all parties you wish to receive the filing are included.

**Review and Submit:** When you have completed all of your changes, you can go to the bottom of this page and click 'Confirm and Submit all Now.'

**Important Notes about Corrections:** You have 5 business days to correct and resubmit a filing, or it will be automatically moved to the 'Abandoned Filings Queue' where it will no longer be available for correction or filing. You have the option to simply submit a new batch, but you will NOT get the original filing date/time. A new batch will mean you get a new reference number and will also receive an automated email that the old batch is being moved to abandoned filings.