

# Tom W. Bexley

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

## DISPOSITION OF PERSONAL PROPERTY WITHOUT ADMINISTRATION

### When to use this packet:

Florida Statute 735.301 allows for an informal application to the court for transfer of assets when the decedent has only left personal property. The following checklist and chart will help the user determine if they are eligible for such a process and if so, provide the forms needed.

### Important Note:

Before you begin, you may want to inquire with the holder of the asset (for example, if the assets is a bank account, contact the bank) to see what may be required for transfer. Depending on the asset and your relationship to the decedent, ***you may only need a death certificate and certified copy of the will.***

### Resources:

For Death Certificates: [www.floridahealth.gov](http://www.floridahealth.gov) or call (386) 586 – 2164, ext. 7133

For vehicles: [www.flaglertax.com](http://www.flaglertax.com) or call (386) 313 – 4160

For unclaimed property: [www.fltreasurehunt.org](http://www.fltreasurehunt.org)

Community Legal Services of Mid-Florida: (386) 328 – 8361

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

**Fees:** Disposition Packet (26 pgs.): \$3.90

Filing fee: \$231.00 Please note this fee is non-refundable. Carefully review the checklist on the following pages to be sure you qualify for asset transfer through this process.

Preparation of the Order of Disbursement, plus a certified copy of same: \$11.00, additional certified copies: \$4.00 each. You will need a self-addressed, postage paid envelope to receive your Order of Disbursement.

If a document requires you to be Sworn by a Deputy Clerk, a fee of \$3.50, will apply, per document.

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

### **Disposition Eligibility Checklist:**

Be sure all the following requirements are met. All yellow box (☐) items indicate documents to be filed with the Clerk. ***If you do not meet all these requirements, you should consider a different type of probate case.*** You may want to consult with an attorney. If you do meet these requirements, but do not have ***all*** the requested documentation (yellow box items), you may wish to gather those documents prior to filing for a faster turn-around.

☐ The decedent was a resident of Flagler County at the time of their death.

☐ Certified copy of the Death Certificate. This must be a copy on the watermarked, textured paper provided by Vital Statistics or the Department of Health.

☐ If there is a will, you either have it in your possession or it has been deposited with the Clerk.  
Check one:

- ☐ To my knowledge, there is no Will.
- ☐ I have the original Will (a copy is not acceptable).
- ☐ The holder of the original Will has already deposited it with the Clerk on:  
(date) \_\_\_\_\_ under case number \_\_\_\_\_

☐ The assets you are trying to obtain must have been solely owned by the decedent. ***If titled in a business name, or having a co-owner, you cannot do a Disposition without Administration.***

☐ If you are the child of the decedent, and the decedent left no spouse, you may request personal property transferred to you. If you are the child of the decedent, you will need an affidavit of heirship (form included to be completed by someone other than you and signed before a notary or clerk). If the decedent has other children, you will need a completed and signed consent form from each of them. There is one form included, you may need to print or copy more blank forms for each to complete and sign.

☐ If the decedent left a surviving spouse or a child, and you are ***not*** the surviving spouse or child, you may only ask for non-exempt property and only up to the amount you spent on funeral (not to exceed \$6,000) or medical expenses.

☐ If the decedent did not have a spouse or a child, you may ask for exempt property, you will need an affidavit of heirship (form included, to be completed by someone other than you and signed before a notary or clerk).

☐ If you are trying to be reimbursed for funeral or medical expenses, you need to file copies of receipts or statements showing how much was paid, and that it was paid by ***you***.

☐ If you are trying to be reimbursed for funeral or medical expenses, and any part of the expenses was paid by someone other than you, you will need signed consent (form included) from the person whose funds you used.

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☐ If you are trying to be reimbursed for funeral expenses, and part or all the bill remains outstanding, the court may release the asset to the funeral home. FS 733.707 makes funeral expenses a priority above other claims.

☐ For each of the assets you are trying to obtain, you will need some documentation of it. The court needs to know exactly what it is, who has it, and what it is worth. For example:

☐ If the asset is a car: you will need the year, make, model and VIN (vehicle identification number), along with a valuation of it (such as Kelly Blue Book Appraisal from [www.kbb.com](http://www.kbb.com)).

☐ For bank accounts: either a copy of a recent statement showing the approximate value, or a letter from the bank (on their letterhead) showing the account information and approximate value.

☐ For other assets: a copy of the asset (savings bond, baseball card, check payable to decedent, etc.) and some kind of documentation on its current market value; or account statement (such as: a utility deposit refund).

**Helpful Hint:** This packet contains one consent form. If, from the above, you realize you need consents from more than one person, print or copy more blank consent form.

### **How to File your paperwork?**

You **CAN NOT** file your paperwork via email or fax. You may choose to electronically file your documents through the Florida E-Filing Portal. Please visit <https://www.myflcourtaccess.com> for additional instructions.

You may also file your paperwork in person or via mail. The address is listed below.

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

### **Can I view my case online?**

If you want to view your case online, you will need to sign up to be a registered user. Follow these steps:

1. Go to [www.flaglerclerk.com](http://www.flaglerclerk.com)
2. Click on Court Records.
3. On the left side of the screen, click on the Registration Agreement link.
4. Complete the form and email it to [support@flaglerclerk.com](mailto:support@flaglerclerk.com)

You will receive an automatic reply and should expect a response within 3 to 5 business days.

This document will need to be notarized or Sworn before a deputy clerk at the time of filing.

### **What will happen next?**

The Court will review the documents you have provided and either request any documents you are missing or generate an order. If all documents needed have been provided and everything meets the statutory requirements, the order will state that the asset(s) now belongs to you (or whomever listed

in the distribution on page 3 of your petition). Agencies such as the Dept. of Motor Vehicles and banks require a certified copy of this order to release assets. Plan how many certified copies you may need accordingly. Additionally, you may wish to keep one certified copy for your own records.

**How long does it take?**

It is hard to predict the court's case load. Generally, you should have an order in 3 to 4 weeks. Of course, if you do not provide all the documents requested, whatever time it takes you to get those documents filed will add to the time it takes to get an order.

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

IN RE: ESTATE OF

CASE NUMBER: \_\_\_\_\_

DIVISION NO: \_\_\_\_\_

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

**DISPOSITION OF PERSONAL PROPERTY WITHOUT  
ADMINISTRATION VERIFIED STATEMENT**

Petitioner, \_\_\_\_\_, alleges:

1. Petitioner resides at \_\_\_\_\_ and is the \_\_\_\_\_ (relationship to decedent) of the decedent who died at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a resident of Flagler County, Florida, whose last known address was \_\_\_\_\_ and, if known, whose age was \_\_\_\_\_ and whose social security number is \_\_\_\_-\_\_\_\_-\_\_\_\_.
2. ☐ The decedent left no Last Will and Testament.  
☐ The decedent's Last Will and Testament was deposited with the Clerk on \_\_\_\_/\_\_\_\_/\_\_\_\_. The Deposit of Will case number is \_\_\_\_\_ CP \_\_\_\_\_.
3. So far as is known, all the names of the beneficiaries of decedent's estate and of the decedent's surviving spouse, if any, their relationship to decedent, their addresses and the ages of any who are minors, are:

NAME	RELATIONSHIP TO DECEDENT	ADDRESS	BIRTHDATE (if minor)

CONTINUED ON NEXT PAGE

4. The estate of the decedent consists only of personal property exempt under the provision of Section 732.402 of Florida Probate Code, personal property exempt from the claims of creditors under the Constitution of Florida, and non-exempt personal property the value of which does not exceed the sum of the amount of preferred funeral expenses and reasonable and necessary medical and hospital expenses of the last 60 days of the decedent's last illness, all as hereinafter described:

- A. **EXEMPT PROPERTY:** List – Two automobiles used by the decedent or members of deceased's immediate family. Household furniture and furnishings not to exceed \$20,000. Florida prepaid college tuition.

DESCRIPTION OF EXEMPT PROPERTY	VALUE OF PROPERTY
<b>TOTAL:</b>	\$

- B. **NON-EXEMPT PROPERTY:** List – All other items of personal property owned by the deceased and their estimated value. Include the balance of items as stocks, bonds and bank accounts.

DESCRIPTION OF NON-EXEMPT PROPERTY	VALUE OF PROPERTY
<b>TOTAL:</b>	\$

*CONTINUED ON NEXT PAGE*

- C. **PREFERRED FUNERAL EXPENSES:** List – Funeral, interment and grave marker expenses, including a marker of up to \$6,000, including the name of the services provider and whether the bill has or has not been paid. Petitioner must file receipt of all funeral expenses.

SERVICES PROVIDED BY	AMOUNT OF EXPENSES	PAID or DUE
TOTAL:		\$

- D. **MEDICAL AND HOSPITAL EXPENSES FOR LAST 60 DAYS:** List – The medical provider and amount of all medical and hospital expenses during the deceased's last 60 days of the last illness, and whether the bill has or has not been paid. Petitioner must file any statements or receipts.

SERVICES PROVIDED BY	AMOUNT OF EXPENSES	PAID or DUE
TOTAL:		\$

CONTINUED ON NEXT PAGE

5. Debts of the decedent: List – All other people, accounts or businesses which the decedent owed money to and the amount owed.

CREDITOR	GOODS OR SERVICES (how incurred)	AMOUNT DUE
TOTAL:		\$

6. Requested payment or distribution to: (1) Exempt property should be listed and should be distributed as defined in the decedent's Last Will and Testament, if any, or to the decedent's spouse, children, if any, as agreed upon by all parties. (2) Payment, and reimbursement to the person who paid the Last Illness Expenses as listed in *p.4(C)* of this petition and the Last Illness Expenses as listed in *p.4(D)* of this petition. (3) Payment, and reimbursement of all creditors listed in *p.5* in this petition. (4) All remaining Non-Exempt property.

NAME	ADDRESS	PROPERTY	AMOUNT or DOLLAR VALUE

CONTINUED ON NEXT PAGE



7. Petitioner knows of no other assets in the decedent's name alone, except:


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

SIGNATURE DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Printed Name of Petitioner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone/ Cell Phone Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email Address

Sworn to and subscribed before me by the Petitioner on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;

☐ personally known; ☐ presented identification; type of identification produced: \_\_\_\_\_

Statement obtained by:

NOTARY INFORMATION OR

TOM W. BEXLEY

CLERK & COMPTROLLER, FLAGLER COUNTY

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Print Name

My commission expires: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

IN RE: ESTATE OF

CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_,

DIVISION: \_\_\_\_\_

DECEASED

**DISPOSITION OF PERSONAL PROPERTY WITHOUT ADMINISTRATION  
WAIVER & CONSENT BY INTERESTED PARTY**

I, \_\_\_\_\_, residing at \_\_\_\_\_,  
(*name of interested party*) (*address, city, state, zip code*)

am the \_\_\_\_\_ of \_\_\_\_\_. I hereby waive my RIGHT, TITLE  
(*relationship to decedent*) (*name of decedent*)

AND INTEREST to the assets of this Estate in favor of \_\_\_\_\_,  
(*name of petitioner*)

to enable them to pay the expenses or receive the proceeds of the Estate of the above-named decedent.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Interested Party

\_\_\_\_\_  
Name of Witness (*printed*)

\_\_\_\_\_  
Name of Interested Party (*printed*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone/ Cell Phone Number

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

IN RE: ESTATE OF

CASE NUMBER: \_\_\_\_\_

DIVISION: \_\_\_\_\_

\_\_\_\_\_  
DECEASED

**ORDER FOR DISPOSITION OF PERSONAL PROPERTY  
WITHOUT ADMINISTRATION**

On the verified statement of \_\_\_\_\_, for an Order for Disposition of Personal Property without Administration on the estate of \_\_\_\_\_, deceased, the Court finds that the decedent was a resident of Flagler County, Florida, and died on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

At the time of death, the decedent was the owner of the following described assets:

ASSET	LOCATION OF ASSET / ACCOUNT NUMBER	APPROXIMATE VALUE OF ASSET

As this estate is so small, administration will not be required by this Court. In view of the foregoing, this is your authority pursuant to F.S. 735.301 to distribute the assets shown above to the following:

*CONTINUED ON NEXT PAGE*

NAME	ADDRESS	AMOUNT and PERCENTAGE OF DISTRIBUTION

It is **ORDERED** that the assets be PAID, TRANSFERRED or MAILED directly to the beneficiaries or claimants as set forth in this Order.

**ADJUDGED FURTHER** that the debtors of the decedent, those holding property of the decedent, and those with whom securities or other property of the decedent are registered, are authorized to comply with this Order, and any person, firm or corporation paying, delivering or transferring property under this Order shall be forever discharged from any liability thereon.

**ORDERED** in chambers in Bunnell, Flagler County, Florida.

\_\_\_\_\_  
Circuit Judge

\_\_\_\_\_

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

IN RE: ESTATE OF

CASE NUMBER: \_\_\_\_\_

DIVISION: \_\_\_\_\_

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

**AFFIDAVIT OF HEIRS**

For the purposes of this document, you must list ALL RELATIVES of the decedent. If the relative was deceased at the time of the decedent's death, please provide the deceased relative's name, indicate deceased, and date of death. Answering with an N/A, not applicable, or any other such designation is inappropriate for this document. If there are no other relatives for a particular category, write "NONE." When appropriate you must indicate if the relationship is that of a half-relative (i.e. half-brother or half-sister).

1. Spouse of the Decedent. (Provide name, age, and address; or if deceased, provide name, indicate deceased, and date of death).

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2. Children of the Decedent, or descendants of deceased children. (Provide name, age, and address; or if deceased, provide name, indicate deceased, and date of death). If any of the children are not biologically related to both the decedent and the spouse at the time of death, provide the name of that child's biological parent.

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3. Parents of the decedent. (Provide name, age, and address; or if deceased, provide name, indicate deceased, and date of death).

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4. Siblings, and descendants of the deceased siblings/ You must indicate whether the relationship is that of a half-relative (i.e. half-brother or half-sister). (Provide name, age, and address; or if deceased, provide name, indicate deceased, and date of death).

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5. Grandparents. (Provide name, age, and address; or if deceased, provide name, indicate deceased, and date of death).

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6. Aunts and Uncles of the Decedent. (Provide name, age, and address; or if deceased, provide name, indicate deceased, and date of death).

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7. Kindred of last deceased spouse (ONLY IF filing intestate and is not previously listed above).  
(Provide name, age, and address; or if deceased, provide name, indicate deceased, and date of death).

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8. I, the affiant, am \_\_\_\_\_ am not \_\_\_\_\_ related to the decedent as follows \_\_\_\_\_.

I have known the decedent for \_\_\_\_\_ years. Decedent \_\_\_\_\_ died on \_\_\_\_\_.

**Under penalties of perjury, I declare that I have read the foregoing Affidavit of Heirs, and the facts stated therein are true.**

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Address of Affiant)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Date Signed)

Subscribed and sworn to (or affirmed) before me on \_\_\_\_\_ by \_\_\_\_\_.

He/she is personally known to me or has presented \_\_\_\_\_  
as identification.

By Notary:

**--OR--**

TOM W. BEXLEY  
CLERK COURT & COMPTROLLER,  
FLAGLER COUNTY, FLORIDA

\_\_\_\_\_  
SIGNATURE OF NOTARY

\_\_\_\_\_  
NAME OF NOTARY TYPED,  
PRINTED OR STAMPED

\_\_\_\_\_  
DEPUTY CLERK  
(SEAL)

COMMISSION NUMBER & EXPIRATION DATE

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. 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).

A screenshot of a web form's dropdown menu. The title of the dropdown is "Select Security Question". The menu is open, showing four options: "Mothers Maiden Name", "Favorite Pet", "High School Mascot", and "College Mascot".

Select Security Question
Mothers Maiden Name
Favorite Pet
High School Mascot
College Mascot

- 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).

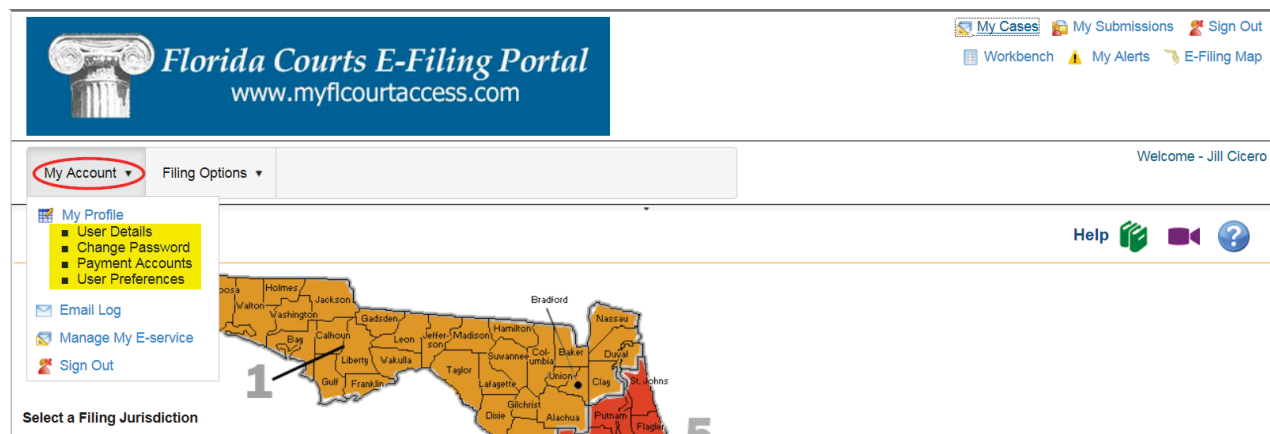
11. Enter the street address. If needed, use the second field for additional information (floor, Room, unit info, etc.)
12. Enter the city, state, and zip in their respective fields.
13. Enter a contact phone number, including area code and extension, if any.
14. Check the box for 'I'm not a robot'.
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.myflcourtaccess.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.

### **To file a new estate case:**

4. Select 'Case Initiation'.
5. Be sure that 'Pinellas' is displayed in the county field. If it is not, either click on it from the map or select it from the dropdown.
6. Click on 'File Now'.
7. Check that Pinellas is displayed in the county. Select 'Probate' from the Division dropdown.
8. Select 'Estate' from the Case Type dropdown.
9. Select either Summary Administration Over \$1000 or Summary Administration Under \$1000, depending on the type of case you are filing from the Sub Type dropdown.
10. Click either the 'Case Parties' tab or 'Next' at the bottom of the page.
11. Click on 'Add Party'.
12. Select 'Petitioner' from the Role dropdown. Click on 'Copy from Current Filer'. Click on 'Save' (at the bottom of the screen). This will fill in all of your information so you will not have to do it again as the petitioner.
13. Click on 'Add Party' again.
14. Select 'Decedent' from the Role dropdown. Check the 'Primary Party' box.
15. Enter the decedent's name, last known address, and date of death.
16. Click on 'Save' at the bottom of the pop-up screen.
17. Click on the 'Documents' tab or 'Next' at the bottom of the page.
18. Click on 'Add'.
19. In the search bar, type in 'Petition' and hit enter. Check the 'Petition for Summary Administration' box. At the bottom of this screen, click on 'Browse' to locate the petition you saved. Double-click the document to select it. Click on 'Save'.
20. You will need to repeat steps 18 and 19 to add other documents such as the death certificate, proposed orders or consents.

21. Optional: Click on the 'Service List' tab or 'Next' at the bottom of the screen. Check the 'all' box. This will ensure that – depending on your settings – you will get confirmation emails when the case is accepted in the portal and when the clerk accepts it for filing.
22. Click on the Fees and Payments tab. Here you will make the payment for your case. You can either use a credit card or an electronic check.
23. Click on the 'Review and Submit' tab.
24. If any steps have been missed (such as the optional E-Service list), there will be a message to that effect. Either go back to the appropriate tab and make corrections as necessary or click on 'Submit'. If you are skipping the emails, you will be prompted again, but may continue without making changes.
25. You may sign out of the portal.

**To file an Amended Petition or other documents after the case has already been created:**

If you are already logged into the portal proceed as follows, otherwise see steps 1 through 3 of the previous page.

4. You can either:
  - a. Go into 'My Cases', find the case, and click the 'Submit' button next to it.
    - i. A pop-up window will display the case number and style and ask for confirmation that this is the case you wish to file into. Click OK.
  - b. Select 'Pleading on Existing Case'. Be sure that 'Flagler' is displayed in the county field. Click on 'File Now'.
    - i. Check that Flagler is displayed in the county. Select 'Probate' from the Division drop-down.
    - ii. Enter the year of the case as four digits. Ex. Ref # **18CP001234**, enter as **2018**.
    - iii. Enter the sequence of the case or reference number. Ex. Ref# **18CP001234**, enter **1234**.
    - iv. Select 'Probate/Guardianship(CP)' from the case type dropdown.
5. Double-check the case number before proceeding. The Decedent's information should appear. You may go back to the case tab and re-enter the information, if necessary.
6. Skip the Parties tab. You do not need to enter the parties, as this was done when the case was originally filed. Click on the 'Documents' tab or 'Next' at the bottom of the page.

7. Click on 'Add'.
8. In the search bar type the name of your document. Check a box for your document.
9. At the bottom of this screen, click on 'Browse' to locate the document you saved. Double-click the document to select it. Click on 'Save'.
10. Optional: Click on the 'Service List' tab or 'Next' at the bottom of the screen. Check the 'all' box. This will ensure that – depending on your settings – you will get confirmation emails when the pleading is accepted in the portal and when the clerk accepts it for filing.
11. Click on the 'Review and Submit' tab (there are usually no fees required for subsequent pleadings, so you can skip that page/tab.).
12. If any steps have been missed (such as the optional E-Service list), there will be a message to that effect. Either go back to the appropriate tab and make corrections as necessary, or click on 'Submit'. If you are skipping the emails, you will be prompted again, but may continue without making changes.
13. You may sign out of the portal.






### 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 of petition

You should receive an email telling you that the batch (or submission) has been sent back to you or is in your 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 note from the clerk (as highlighted in yellow):

Filing # 277487 - Correction Queue Case Information

Help   

Note From Clerk: TEST PROBATE PENDFILING 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.