

IN THE CIRCUIT COURT OF THE SEVENTEENTH
JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA

Administrative Order 2023-42-PRC

**ADMINISTRATIVE ORDER REQUIRING MANDATORY CHECKLIST
FOR CERTAIN PETITIONS**

(a) Pursuant to Article V, section 2(d) of the Florida Constitution, and section 43.26, Florida Statutes, the chief judge of each judicial circuit is charged with the authority and the power to do everything necessary to promote the prompt and efficient administration of justice.

(b) Florida Rule of General Practice and Judicial Administration 2.215(b)(3) states the chief judge “shall, considering available resources, ensure the efficient and proper administration of all courts within [this] circuit.”

(c) For the efficient processing of cases, the Probate Division of the Seventeenth Judicial Circuit requires the use of mandatory checklists for certain petitions.

(d) In accordance with the authority vested in the Chief Judge by Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Florida Rule of General Practice and Judicial Administration 2.215, it is hereby **ORDERED**:

(1) At the time of filing the following petitions, all petitioners are required to file the corresponding certified checklist:

- 1) Petition for Disposition of Personal Property without Administration
- 2) Petition to Determine Homestead
- 3) Petition to Sell Real Property
- 4) Petition for Formal Administration of Intestate Estate
- 5) Petition for Summary Administration of Intestate Estate
- 6) Petition for Formal Administration of Testate Estate
- 7) Petition for Summary Administration of Testate Estate
- 8) Petition for Formal Ancillary Administration
- 9) Petition for Summary Ancillary Administration

10) Petition for Discharge.

The mandatory checklists may be updated as required without further amendment to this Administrative Order.

DONE AND ORDERED in Chambers, Fort Lauderdale, Florida, this 19th day of October, 2023.

/s/ Jack Tuter
Jack Tuter, Chief Judge