



PROBATE ADMINISTRATION TIME LINE

- Attorney receives referral; Questionnaire and retainer agreement sent to client.
2 to 3 days
- Client answers questionnaire, signs retainer agreement and returns it to Attorney
1- 2 weeks
- Attorney prepares initial pleadings to open estate and forwards them to client for signature.
1-2 weeks
- Upon receipt of signed initial pleadings, attorney submits documents to court; Notice/Consents are sent to all beneficiaries to approve appointment of Personal Representative (by certified mail)
- Court reviews pleadings, a Personal Representative is appointed by court
- Judge signs Order Appointing Personal Representative/Letters of Administration.
2 to 3 weeks (depending on hearing time and court schedule/requirements)
- Publish Notice to Creditors in local newspaper
 - creditors have 90 days to file claim against estate
 - must notice known creditors directly by certified mail**90 days (three months)**
- Following pleadings must also be drafted and filed:
 - Inventory, Affidavit of No Florida Estate Tax Due (60 days from date PR appointed)
 - Statement Regarding Creditors
 - Notice of Civil Action (if the estate is involved in litigation)
 - Additional pleadings may be required depending on the issues in the estate
- Pay any claims against estate; Obtain and file any necessary Satisfactions with court (after payment)
3 to 4 weeks
- Prepare Schedule of Distribution and closing pleadings; Forward to Personal Representative for review and signature; Obtain waivers and consents from beneficiaries after they review/consent to Schedule of Distribution;
- Distributions to heirs by certified mail
3 to 6 weeks
- File Petition for Discharge; Obtain Order Discharging Personal Representative (copy to PR)
2 to 3 weeks

ESTIMATED TIME LINE FOR STANDARD FORMAL ADMINISTRATION WITH NO
UNEXPECTED TIME-CONSUMING PROBLEMS
8 TO 9 MONTHS