



# The Law Office of Catherine E. Davey, P.A.

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## PROBATE ADMINISTRATION ESTIMATED 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)
- \* ONCE ASSETS/SETTLEMENT CHECK ARE RECEIVED INTO THE ESTATE \***
- Prepare Petition for Approval and Apportionment of Settlement Proceeds; Formal Notice (certified mail) to survivors and creditors (for settlements only)
    - creditors and survivors have 20 days to object once they receive Petition by certified mail
  - Schedule Hearing for Petition for Approval and Apportionment of Settlement Proceeds
    - hearing is scheduled 20 days after the last return receipt is received by heir or as soon as the judge's calendar allows (for settlements only)
  - 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*

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