Checklist for:

 **Petition for Subsequent Administration**

| Estate of: |
| --- |
|

| File #: |  | Date: |  |
| --- | --- | --- | --- |
| Attorney: |  |  |  |

 |

| Docket# | Item# | Date |  |
| --- | --- | --- | --- |
|  |  |  | Verified Petition [Summary Administration—5.530(a); Formal Administration—5.200] |
|  |  |  | Name, address and interest of Petitioner in estate [5.460(b)(1)] |
|  |  |  | Reason for further Administration [5.460(b)(2)] |
|  |  |  | Description of asset not included among the assets of the prior Administration [5.460(b)(3)] |
|  |  |  | Value of asset [5.460(b)(3) |
|  |  |  | Location of asset [5.460(b)(3)] |
|  |  |  | Statement of relief sought [5.460(b)(4)] |
|  |  |  | Summary Administration ONLY: If assets are to be distributed, proposed distribution is listed on petition [5.530(a)(12)] |
|  |  |  | Summary Administration ONLY: If assets are to be distributed, beneficiaries have either received notice or joined in petition [735.203(1), 5.040] |
|  |  |  | If there are creditors, they have received notice or their claims are satisfied [Summary Administration—735.206(2), 5.530(a)(9); Formal Administration—5.241]  |
|  |  |  | Is it necessary to revoke order of discharge or issue new letters of administration? If so, then a new oath of Personal Representative needs to be filed [5.320]  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Comments: |
|  |
|  |
|  |