

ADMINISTRATIVE ORDER  
NO. 2022-08

IN THE CIRCUIT COURT OF THE  
NINTH JUDICIAL CIRCUIT, IN AND  
FOR ORANGE AND OSCEOLA  
COUNTIES, FLORIDA

**ADMINISTRATIVE ORDER GOVERNING MANDATORY FILING OF  
AFFIDAVIT OF HEIRS**

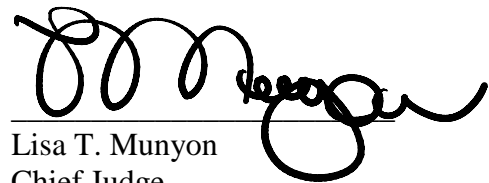
The purpose of the requirement of filing a standardized Affidavit of Heirs is to alert attorneys and self-represented litigants of the need to file the Affidavit of Heirs in intestate cases and to ensure complete information is provided to the court concerning the potential heirs in each intestate estate so that intestate estates can be efficiently probated.

By the power vested in the chief judge under Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Rule 2.215 of the Florida Rules of General Practice and Judicial Administration, effective **immediately**, to continue until further order and superseding any provisions in prior Administrative Orders that may be inconsistent, it is **ORDERED:**

All litigants must file the Affidavit of Heirs, attached hereto as “Exhibit A” in every intestate probate case filed within the Ninth Judicial Circuit. This requirement may be waived in an appropriate case by petition or motion to the court.

Litigants must fill-in all required sections of the Affidavit. The Affidavit must be notarized. Any filing subject to this Administrative Order which fails to include the Affidavit of Heirs may be rejected and thus have to be refiled in compliance with this requirement.

**DONE AND ORDERED** at Orlando, Florida, this 25th day of July, 2022.

  
\_\_\_\_\_  
Lisa T. Munyon  
Chief Judge

Copies provided to:

Clerk of Court, Orange County  
Clerk of Court, Osceola County  
General E-Mail Distribution List  
<http://www.ninthcircuit.org>

“Exhibit A”

IN THE NINTH JUDICIAL CIRCUIT IN AND FOR  
ORANGE/OSCEOLA COUNTY, FLORIDA  
PROBATE DIVISION

In Re: Estate of

Case No.: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_ /

AFFIDAVIT OF HEIRS

For purposes of this affidavit, you must do the following:

- You must list ALL RELATIVES of the decedent, including yourself, if applicable.
- You must include even the names of relatives who were deceased at the time of the decedent’s death, indicating that they are deceased and specifying the date of death.
- If the decedent never had a relative within a particular category (i.e. decedent was the only child, and therefore had no siblings), you must indicate “None” in that category.
- If the decedent’s relatives in a particular category are unknown, you must specify “Unknown”.
- When applicable, please indicate if the relationship is that of a half-relative (i.e. half-brother or half-sister).

1. The undersigned person making this Affidavit, \_\_\_\_\_,

does not have     does have an interest in this estate.

2.  I am     I am not related to the to the decedent as follows:

\_\_\_\_\_.

I have known the decedent for \_\_\_\_\_ years.

3a. Spouse of the decedent. [Please provide name, age, and address. If the spouse is deceased, you must provide the name and date of death.]

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3b. Decedent's former spouse(s) (due to death or divorce). [You must provide the name, age, and address. If the former spouse is deceased, decedent and former spouse were divorced please indicate name of former spouse and date of divorce.]

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4. Children of the decedent or descendants of deceased children. [You must provide the name(s), age(s), and current address(es). If any of the children are deceased, you must provide the name and date of death of each. In addition, you must state if the decedent has any grandchildren from the predeceased children and specify their name, age, and address. If any of the children are not biologically related to both the decedent and decedent's spouse at the time of decedent's death, you must provide the name of that particular child's other biological parent. If the surviving spouse has children who are not the children of the decedent, you must provide their names and current addresses.]

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5. Parents of the decedent. [If the parents are living, you must provide the name, age, and current address of each. If the parents are deceased, you must provide the name and date of death.]

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6. Brothers and sisters of the decedent, or descendants of deceased brothers or sisters. [You must specify if the relationship is that of a half-relative, i.e., half-brother or half-sister. You must provide the name, age, and current address of the decedent's brothers or sisters or half-siblings. If any of the brothers or sisters or half-siblings are deceased, you must provide the name and date of death. In addition, you must list the children of any deceased brothers or sisters or half-siblings as well as the children's current addresses.]

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7. Grandparents of the decedent. [If living, you must provide the name, age, and current address. If the grandparents are deceased, you must provide the name and date of death.]

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8. If there are any other relatives who have survived the decedent and are not listed in the answers above, you must provide their name, relationship to the decedent, age, and current address. Please attach additional pages if necessary.

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UNDER PENALTY OF PERJURY, I SWEAR OR AFFIRM THAT I HAVE READ THE FOREGOING AFFIDAVIT OF HEIRS AND THE FACTS STATED HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Affiant's Signature

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Print name and address of Affiant

State of \_\_\_\_\_  
County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_ Personally known  
\_\_\_\_\_ Produced identification  
Type of Identification:  
\_\_\_\_\_

\_\_\_\_\_  
Notary Public or Deputy Clerk  
My Commission Expires:

Print, Type or Stamp Commissioned  
Name of Notary Public/Deputy Clerk