Want to learn more? Attend one of our free online Self Service Center DIY Workshops. Topic varies from month to month. Visit www.mypalmbeachclerk.com for more information.

Clerk of The Circuit Court & Comptroller

Self Service Center

Your Guide Through The Courts

Packet #68

Revised 6/2026

Disposition of Personal Property without Administration

File completed forms in room: **3.23 (Main Branch)**

Non-Refundable **FREE**

Self Service Center Services

All instructions and forms distributed by the Clerk of the Circuit Court & Comptroller are provided as a public service to persons seeking to represent themselves in court without the assistance of an attorney. These documents are meant to serve as a guide only, and to assist pro se (self-represented) litigants with their cases. Any person using these instructions and/or forms does so at his or her own risk, and the Clerk shall not be responsible for any losses incurred by any person in reliance on the instructions and/or forms.

Below are a few of the services available at the Self-Service Center:
(Please review current pricing as fees are subject to change without notice)

Navigator Appointments (for document preparation assistance) Free
Navigators do not provide legal advice but will assist you in completing the forms and provide you with procedural information.

Community Resource Referral- pamphlets	Free
Photocopies prior to filing	$.15/page
Photocopies after filing	$1.00/page
Deputy Clerk signing	$3.50/signature
Notary signing	$10.00/signature
Single forms	$1.00/page

For more information, please go to www.mypalmbeachclerk.com, email us at Selfservice@mypalmbeachclerk.com, or visit one of the following locations:

Palm Beach County Courthouse
205 N. Dixie Highway, Rm #1.25
West Palm Beach, Florida 33401
Self Service line: 561-355-7048

North County Courthouse
3188 PGA Blvd
Palm Beach Gardens, Florida 33410
561-624-6650

Royal Palm Beach Branch
200 Civic Center Way Ste 400
Royal Palm Beach, Florida 33411
561-784-1271

South County Courthouse
200 W. Atlantic Ave.
Delray Beach, Florida 33444
561-274-1588

West County Courthouse
2950 State Road 15, Rm. #S-100
Belle Glade, Florida 33430
561-996-4843

Additional Legal Resources:

Florida Rural Legal Services
www.frls.org
561-820-8902

Legal Aid Society of Palm Beach County
www.legalaidpbc.org
561-655-8944

Lawyer Referral Service
www.palmbeachbar.org
561-687-3266 (to hire a lawyer to represent you in court or give you legal advice)

Palm Beach County Law Library
https://www.15thcircuit.com/services/law-library
561-355-2928

Disposition of Personal Property without Administration (Packet #68)

When should this packet be used?

This packet should be used to request the release of the Decedent's exempt and nonexempt personal property described below. **There cannot be any real estate involved, and the Decedent must have been a resident of Palm Beach County.**

What are the requirements to use the Disposition of Personal Property without Administration process?

- Pursuant to section 735.301, Florida Statutes, to be eligible to use this process:
    - The estate must consist solely of nonexempt personal property and exempt personal property.
        - Non-exempt personal property includes:
            - Property that does not exceed $20,000 of reasonable funeral expenses; plus
            - Property that does not exceed the Decedent's final medical bills for the last 60 days before the Decedent's last illness.
        - Exempt personal property includes:
            - Up to $1,000 of personal homestead property;
            - Up to $4,000 of personal property if the Decedent did not claim or receive benefits of a homestead exemption;
            - Up to $20,000 worth of certain household goods (such as furniture, furnishings, and appliances);
            - Two qualifying motor vehicles, neither of which weighs in excess of 15,000 pounds by itself, which are held in the Decedent's name and regularly used by the Decedent or members of the Decedent's immediate family as their personal motor vehicles;
            - Prepaid tuition programs; and
            - Benefits paid to a teacher or school administrator

Fees:

Unless otherwise noted, fees may be paid by cash, credit card, personal check, or money order payable to Clerk & Comptroller, Palm Beach County. If you cannot afford to pay the filing fee, you may obtain an Application for Determination of Civil Indigent Status from the clerk. Once submitted, the clerk will determine whether you are eligible to have filing fees waived per Florida Statute.

- Certified Copy $3.00 per copy
- Filing $232.00

✓ FORMS CHECKLIST ✓

Include in Initial Filing:

___**Petition for Disposition of Personal Property without Administration Verified Statement (Pages 7-9)**

___**Affidavit of Heirship (Pages 10-12):** You must list all relatives of the Decedent, including yourself, if applicable. If the decedent never had a relative, indicate "None" in that category.

___**Certified Copy of Decedent's Death Certificate**

___**Copy of Decedent's funeral bill or signed affidavit from funeral detailing bill and payment.** Any application requesting a Disposition of the decedent's Personal Property without Administration must include the amount of reasonable funeral expenses with accompanying statements or payment receipts.

☐ **Copy of Decedent's medical bills for the last 60 days of his/her life.**
Any application requesting a Disposition of the decedent's Personal Property without Administration must include the amount of reasonable and necessary medical and hospital expenses for the last 60 days of the last illness together with accompanying statements or payment receipts.

☐ **Decedent's original Last Will and Testament, if any.**

☐ **Self-Addressed Stamped Envelope**

☐ **Notice of Designation of E-mail Address for E-Service, (Pages 15-16):** Use this form to provide an email address to receive electronic notices and documents from the court and the other party to your case or to update your email address of record with the court.

☐ **Request to be Excused from E-mail Service by a Party Not Represented by an Attorney, Form 2.601, (Pages 17-19):** Use this form to opt out email service if you do not have an email address or do not have regular access to the internet.

File if Applicable to Your Case: (If any of the property listed on Page 3 of our instructions are included in your Petition for Disposition of Personal Property without Administration Verified Statement, supporting documentation should be included with your filing):

____**Affidavit/Waiver/Consent to Disbursement of Funds (Pg. 13):** Use this form if the Decedent's personal property includes exempt property or property that may be determined exempt property. This form must be signed by all beneficiaries who are entitled to receive any exempt property listed as an asset of the Decedent or by their representatives.

___**Copy of bank statement(s) solely in Decedent's name or bank name and address for accounts**

____**Copy of bond(s) solely in Decedent's name and corresponding letter from bank.** The letter from the bank must be on company letterhead and provide the current value of bonds.

____**Copy of stock certificate(s) solely in Decedent's name and corresponding letter from Bank.** The letter from the stockbroker must be on company letterhead and provide the value of certificates at the time of death.

____**Copy of any checks payable to the estate that must be reissued.** A copy of the check should be included with Petition for Disposition of Personal Property without Administration Verified Statement, with the name and address of the company issuing the check is clearly visible. Once the Order reissuing the check is received, please return the original check to the bank, along with a certified copy of the order.

Final Steps:

Once the Petition for Disposition of Personal Property without Administration Verified Statement is filed and appropriate fees paid, the Clerk will assign a case number and forward the filing to a case manager for review. The case manager will notify the Petitioner if any additional information is need or if corrections are necessary.

Upon verification of all the information in the filing, a Probate Judge will sign an order granting or denying the Petitioner's request and a certified copy of the order will be mailed to you. The Petitioner must then mail a certified copy of the order to the appropriate bank or stock company for disbursement.

Filing Instructions

- **Paper/ Original Documents:**
  - You may file your paperwork either by visiting one of our four courthouse locations (see Page 2 of our instructions) or by U.S. mail to:

Probate
P.O. Box 4667
West Palm Beach FL, 33402

  - Make a copy of all the documents that you complete for your records.
  - Next, file all the original applicable documents with the Clerk of the Circuit Court & Comptroller's office. Have all pages clipped together before filing (copies may be stapled together).
  - **If you mail your documents, make sure you provide an extra pre-addressed stamped envelope so that your copies may be returned.**

- **Electronic Documents:**
  - Self-represented litigants may file petitions or other pleadings or documents electronically, but they are not required to do so. If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525 and the procedures of the judicial circuit in which you file. The rules and procedures should be carefully read and followed.
  - To file court documents electronically, you must first register in the Florida E-Filing Portal. Directions, a manual, and a short step-by-step video about e-filing and how to file court documents electronically are available on the Clerk of the Circuit Court & Comptroller's website at: https://www.mypalmbeachclerk.com/services/self-service-center/how-to-videos-toolboxes/e-courts-workshop-toolbox and https://www.mypalmbeachclerk.com/departments/courts/e-filing-how-to-file-court-documents/self-represented-filers. You may also go to www.mypalmbeachclerk.com and select **Services.** Then, click **E-Filing and How to File Court Documents.** Under **Self Represented Filers**, select **File Electronically.** If you are required to file the original, hard copy of certain documents, they must be submitted in person at a Clerk's office location or via mail. A list of these documents is available on our website.

IN THE CIRCUIT COURT OF THE FIFTEENTH
JUDICIAL CIRCUIT, IN AND FOR PALM BEACH COUNTY, FLORIDA

PROBATE DIVISION: _____
FILE NUMBER: _____

IN RE: ESTATE OF:

_____
DECEASED

PETITION FOR
DISPOSITION OF PERSONAL PROPERTY WITHOUT
ADMINISTRATION VERIFIED STATEMENT

1. Petitioner (Name), _____
whose address is: _____
_____
_____
who is the, (state relationship) _____of the deceased who died on _____(date of death) deceased, while a resident of _____ County. The last known address of the deceased was _____
_____

( ) The decedent left no will;

( ) The decedents will was deposited with the clerk on _____

Will Only Number:_____none _____

2. So far as is known the names of the heirs/beneficiaries* of the decedent's estate and the decedent's surviving spouse, (if any), their address, their relationship to the decedent, and the ages of any who are minors are:

NAME	ADDRESS	RELATIONSHIP	AGE

* Note: If the asset is not to be equally divided: each beneficiary listed must sign before a Deputy Clerk or Notary Public agreeing to the disbursement of funds. By listing only the petitioner's name, the petitioner declares themselves to be the sole beneficiary of the deceased.

3. ASSETS The estate of the decedent consists only of personal property exempt from the claims of creditors under the Constitution of Florida and non-exempt personal property, the value of which does not exceed the sum of the amount of preferred funeral expenses and reasonable and necessary medical and hospital expenses of the last 60 days of the decedent's last illness all being described as follows:

EXEMPT PROPERTY
(Includes personal property and assets valued up to a total amount of $1000.00 as well as other exempt property described in the explanation packet. For exempt property, complete this portion and do not rewrite in the non-exempt portion. If there is no exempt property, write N/A [not applicable] in this portion of the form)

DESCRIPTION _____

VALUE _____

NON-EXEMPT PROPERTY
(Includes all assets not considered exempt as described in the explanation packet. For non-exempt assets, complete this portion *and* do not write in the exempt portion. If there are no non-exempt assets, write N/A [not applicable] in this portion of the form.

DESCRIPTION _____

VALUE _____

4. Preferred funeral expenses (statement and/or receipt filed separately)

SERVICES BY:	AMOUNT	PAID/DUE

5. Medical and Hospital expenses for the last 60 days of the last illness (statement and/or receipt filed):

SERVICES BY:	AMOUNT	PAID/DUE

6. Other debts of decedent:

CREDITOR	GOODS or SERVICES (How incurred)	AMOUNT

7. Requested payment or distribution to: **(Who is to get assets/property)**

NAME (address and phone number)	PROPERTY	AMOUNT/VALUE

Petitioner has mode diligent search and reasonable inquiry for any known or reasonably ascertainable creditors. Petitioner states that a complete list of all heirs/beneficiaries has been listed.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AND THE FACTS ALLEGED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF:

Signature: _____
Address: _____
Day time telephone No.:_____ Residence telephone No. _____
Print Name: _____
E-Mail address: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ___day of _____, _____, by _____, who is personally known to me or has produced _____as identification.

[Notary Seal]

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
Name typed, printed, or stamped
My Commission Expires: _____

AFFIDAVIT OF HEIRSHIP

As to _____
(Name of Deceased)

STATE OF Florida
COUNTY OF Palm Beach

I,_____, of lawful age, residing at _____ _____, being first duly sworn, upon oath deposes and says: That affiant was personally well acquainted with the above named decedent, during his (or her) lifetime, having known him (or her) for _____ _____years, and that affiant bears the following relationship to said decedent, to-wit:

Said decedent departed this life in Palm Beach County, State of FL on or about _____ 20____, being ____ years old at the date of his (or her) death.

Affiant further states that affiant was well acquainted with the family and close relatives of the said decedent, and that the following statements and the answers to the following questions are based upon the personal knowledge of affiant and are true and correct:

1. Did the decedent leave a will?_____. If so, has the will been admitted to probate? _____. In what county?_____.When? _____
2. Has an administrator/executor been appointed for the estate of said decedent? _____ If so, give name and address of administrator or executor _____ _____.
3. Give name and address of surviving widow or widower of decedent: _____ _____. If not living, give date of death_____.
4. If the decedent was married more than once, give name of former husband or wife and state whether said former spouse is dead or divorced: _____ _____.
5. On the blank lines below, provide information requested for all children of decedent:

Name of Child(ren)	Age	Address	Living?	Date of Death	By Which Spouse

6. If a deceased child left decedents, give the following information:

Name of Deceased Child:_____
Did he/she leave a will? _____

Name of Child(ren)	Living?	Date of Death	By Which Spouse

Name of Deceased Child:_____
Did he/she leave a will? _____

Name of Child(ren)	Living?	Date of Death	By Which Spouse

Name of Deceased Child:_____
Did he/she leave a will? _____

Name of Child(ren)	Living?	Date of Death	By Which Spouse

Name of Deceased Child:_____
Did he/she leave a will? _____

Name of Child(ren)	Living?	Date of Death	By Which Spouse

7. Did the decedent have any legally adopted children or step –children taken into his or her home?_____. If so, write their names, ages, and addresses in the blank lines below and indicate as to each whether adopted or step-child:

Name Adopted or Step-Child	Age	Address

8. State (so far as known to affiant) whether any inheritance tax is due on the estate of decedent or whether any inheritance tax thereon has been paid:_____.
9. Give below the names and addresses (together with other information called for) of the surviving father, mother, brothers, and sisters of decedent:

Name	Relationship	Age	Address or, if Deceased, Date of Death

10. Give below the names and addresses (together with other information called for) of the surviving children of any deceased brother or sister of the decedent:

Name of Child	Date of Birth	Address or, if Deceased, Date of Death	Name of Father and Mother

Signature of Affiant:_____
Address: _____
Dated: _____ E-mail: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ___day of _____, _____, by _____, who is personally known to me or has produced _____as identification.

[Notary Seal]

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
Name typed, printed, or stamped
My Commission Expires: _____

AFFIDAVIT/WAIVER/CONSENT TO DISBURSEMENT OF FUNDS

IN RE: THE ESTATE OF: _____
FILE NUMBER: _____

I, (Name of beneficiary)_____
as_____of the probate decedent, do agree to the disbursement of all estate assets to: (Name of person to receive assets)_____
_____
_____
_____

Under penalties of perjury, I declare that I have read the foregoing and the facts alleged are true, to the best of my knowledge and belief.

Signature: _____
Address: _____
E-mail: _____ Dated:_____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ___day of _____, _____, by _____, who is personally known to me or has produced _____as identification.

[Notary Seal]

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
Name typed, printed, or stamped
My Commission Expires: _____

THE 15TH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURT

E-SERVICE INSTRUCTIONS FOR SELF REPRESENTED PARTIES

Pursuant to the Florida Rule of Judicial Administration 2.516, self-represented parties involved in any type of case in any Florida court, may, but are not required to, serve on the opposing party's attorney court documents by e-mail.

E-mail Service to/from an Opposing Party: Self-represented parties opting to serve court documents by e-mail may do so by designating a primary e-mail address (and up to 2 secondary e-mail addresses) for receiving service in that proceeding. This designation only informs the other side of your email address. Once a party has filed an e-mail address designation in a proceeding, all court documents required or permitted to be served on a party must be served by e-mail unless the parties otherwise agree or a court orders otherwise.

E-Mail Service from Participating Judges: Self-represented parties who want to receive court orders and other court documents from judges who use e-mail service MUST register with the 15th Judicial Circuit's online services system at **www.15thcircuit.com/html/onlineservices.** You will NOT receive court documents from participating judges unless and until you register with the 15th Judicial Circuit's online system.

Form of Email: E-mail service is made by attaching a copy of the document to be served in PDF format to an e-mail. The e-mail's subject line must state "SERVICE OF COURT DOCUMENT" in all capital letters, followed by the case number of the relevant proceeding. The body of the e-mail must identify the:
(1) court in which the proceeding is pending; (2) case number; (3) name of the initial party on each side;
(3) title of each document served with that e-mail; (4) sender's name; (5) sender's telephone number. The e-mail and attachments together may not exceed 5 megabytes in size; e-mails that exceed the size requirement must be divided into separate e-mails (no one of which may exceed 5 megabytes) and labeled sequentially in the subject line. Documents served by e-mail may be signed by "/s/", "/s" or "s/" as long as the document filed with the Clerk's Office is signed in accordance with the applicable rule of procedure.

Service Dates: Service by e-mail is deemed complete on the date it is sent. E-mail service is treated as service by mail for the computation of time. When, in addition to service by e-mail, the sender also utilizes another means of service provided for in the Rules of Judicial Administration, the computation of time will be based on the method of service that has the shortest response time.

Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach the address of the person to be served, the sender must immediately send another copy by e-mail, or serve by a means authorized by subdivision (b)(2) of the Rules of Judicial Administration.

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.: _____

_____,
Plaintiff/Petitioner

v.

_____,
Defendant/Respondent

DESIGNATION OF E-MAIL ADDRESS BY A PARTY NOT REPRESENTED BY AN ATTORNEY

Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C),

I, (full legal name)_____, designate the E-mail address(es) below for electronic service of all documents related to this case.

Designated E-mail Address: _____
Secondary E-mail Address: _____
Other E-mail Address: _____

1. By completing this form, I am authorizing the Court, the Clerk of the Fifteenth Judicial Circuit of Florida, and all parties to send copies of notices, orders, judgments, motions, pleadings, or other written communications to me by e-mail or through the Florida Courts E-filing Portal.

2. I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all copies of notices, orders, judgments, motions, pleadings, or other written communications in this case will be served at the e-mail address(es) on record at the clerk's office.

_____
(Signature)

_____
(Printed Name)

_____
(E-mail Address)

_____
(Phone Number)

CERTIFICATE OF SERVICE

I certify that a copy of this document was {check all used}: ( ) e-mailed ( ) mailed ( ) faxed ( ) hand-delivered to the person(s) listed below on {date}_____.

Other party or his/her attorney
Name: _____
Address:_____
City, State, Zip:_____
Fax Number:_____
E-Mail Address(es):_____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in all blanks] This form was prepared for the: {choose only **one**}
( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

{name of individual}_____

{name of business}_____

{street}_____

{city}_____, {state}_____{telephone number}_____

{E-mail}_____

Form 2.601, REQUEST TO BE EXCUSED FROM E-MAIL SERVICE BY A PARTY NOT REPRESENTED BY AN ATTORNEY

Rule 2.516 of the Rules of General Practice and Judicial Administration, SERVICE OF PLEADINGS AND DOCUMENTS, is amended to require self-represented litigants to provide an email address for service of court documents, unless the party is in custody or unless the party is excused by the Clerk because the party declares under penalty of perjury that they do not have an email address or do not have regular access to the Internet. In order for the self-represented litigant to make the declaration of lack of email address or regular Internet access, they must complete this form.

If a pro se litigant is not requesting to be excused from e-mail service, they can use Form 2.602, Notice of Email Designation, to specify up to three (3) email addresses where they would like to receive e-mail service from the court and other parties in their case.

IN THE COUNTY/CIRCUIT COURT OF THE FIFTEENTH JUDICIAL,
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No.: _____

Division: _____

_____,
Plaintiff/Petitioner,

and

_____,
Defendant/Respondent.

REQUEST TO BE EXCUSED FROM E-MAIL SERVICE FOR A PARTY NOT REPRESENTED BY AN ATTORNEY

(Name) _____ requests to be excused pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(D) from the requirements of e- mail service because I am not represented by an attorney and:

☐ I do not have an e-mail account.

☐ I do not have regular access to the internet.

By choosing not to receive documents by e-mail service, I understand that I will receive all copies of notices, orders, judgments, motions, pleadings, or other written communications by delivery or mail at the following address: _____

_____
(Address)

I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing address.

Pursuant to section 92.525, Florida Statutes, under penalties of perjury, I declare that I have read the foregoing request and that the facts stated in it are true.

Dated: _____

Signature: _____

Print name: _____

Phone number: _____

CLERK'S DETERMINATION

Based on the information provided in this request, I have determined that the applicant is ☐ excused or ☐ not excused from the e-mail service requirements of Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C).

Dated: _____

Signature of the Clerk of Court: _____

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished to the Clerk of Court for Palm Beach County and (insert name(s) and address(es) of parties used for service) _____

_____

by (delivery) (mail) _____ on (date) _____

_____

(Name of party)

A PERSON, WHO IS NOT EXCUSED, MAY SEEK REVIEW BY A JUDGE BY REQUESTING A HEARING TIME.

Sign here if you want the Judge to review the clerk's determination that you are not excused from the e-mail service requirements. You do not waive or give up any right to judicial review of the clerk's determination by not signing this part of the form:

Dated: _____

Signature: _____

Print name: _____