Probate, Guardianship, Trust, and Mental Health
E-filing FAQ's

For a complete list of questions on E-file, please see Frequently Asked Questions under E-filing. The list below is specific to Probate, Guardianship, Trust and Mental Health Departments.

1. What original documents should still be filed in paper form with the Probate Department?
   - Last Will and Testaments, Codicils and Separate Writings
   - Bonds
   - Oaths of the Personal Representative and Guardian
   - Commissions
   - Authenticated and Exemplified copies
   - Death Certificates
   - Credit Reports

2. How do I file the **Notice to Creditors**?
   The Notice to Creditors should not be filed unless you have already sent it to the Publication of your choice. The Notice to Creditors should reflect the date of first publication.

3. When should I file the **Notice of Administration**?
   The Notice of Administration should be filed after Letters of Administration has been issued.

4. When should I file the **Inventory of the Personal Representative**?
   The Inventory of Personal Representative on a Formal Administration should be filed after Letters of Administration have been issued.

5. How do I **obtain certified copies** of the signed Orders?
   You may come in person or mail in your fee. The copy fee is $1 per page and the certified copy fee is $2 per document. If you want the copies returned by mail, please send in a self addressed stamped envelope. If you need a page count for the fee, please email us at probated@hillsclerk.com.

6. How do I determine if my case should be filed in the **Tampa Division or East Division** of the Circuit?
   You will not have that option in the Portal. The Clerk Reviewer will select the appropriate Division when accepting your new case through the Portal based on the local Administrative Order. (Please see www.fljud13.org for A.O.)

7. How do I pay the **Audit fee**?
   At this time, we are not able to collect the Audit fee through the portal. Please submit your audit fee through the mail or in person after you file the Inventory or Accounting through the Portal.

8. What Document Type should I use when filing an **Initial Inventory or an Annual Accounting**?
   From the Document Type drop down menu, select**: INITIAL INV/ANN ACCOUTING RPT FILED**. Whether you are filing an amended, simplified or regular Inventory or Accounting, please select this Document Type. The Clerk Reviewer will add the appropriate wording, such as Amended, in the Text Box.

9. How does an attorney file the proposed order?
   All proposed Orders and Letters for Probate, Guardianship and Trust should be submitted in PDF format through the Judicial Automated Workflow System (JAWS) at the time the order is ready to be signed by the Judge. You may access JAWS through the 13th Judicial website, www.fljud13.org.

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