How to Use This Notice of Trust

Remove this instruction page before you sign.

1. **File this notice with the Clerk of the Circuit Court (Probate Division) in the county where the person who created the trust lived** at the time of death. If a probate case has been opened in a different county, also file it in that case. Florida law requires the trustee to file it after the settlor's death; there is no set deadline, but file it promptly.
2. **Fill in every item in [BRACKETS]** with the exact information from the trust agreement and death certificate, then delete the brackets. Leave the File No. and Division blank unless a probate case has already been opened; if one has, use that case number.
3. **Do not include** Social Security numbers, account numbers, or a copy of the trust. The notice is a public court record.
4. No notary is needed. Sign and date the notice.
5. You can file it in person or by mail with the Clerk, or through the Florida Courts E-Filing Portal. Ask the Clerk whether a filing fee applies, and keep a copy stamped "filed" for your records.
6. If a probate case is opened, the Clerk will notify you in writing of the date it was opened and its file number. **Court filings and probate matters can be complicated; consult an attorney if you need legal assistance.**

Questions? If you have any legal questions about this form, or need legal advice about how to complete, sign, or use it, please contact an attorney of your choice.

IMPORTANT NOTICE – PLEASE READ

This form, the related successor trustee forms, and the guide "Understanding Your Role as Successor Trustee" (together, the "Materials") are provided by Mazenko Law Firm only as a courtesy and for general informational purposes. You may use them if you choose to. They are not legal advice and are not a substitute for advice from your own attorney about your situation.

No trust administration services. Mazenko Law Firm does not typically provide trust administration services. The firm provides trust administration services only to a person who has signed a written fee agreement with Mazenko Law Firm that expressly covers those services, and only to the extent that fee agreement describes. Unless and until such a fee agreement has been signed, Mazenko Law Firm and Todd Mazenko do not represent you; do not provide you with any trust administration services, legal services, legal advice, or legal opinions of any kind; and have no attorney-client relationship with you, whether in connection with the trust administration or otherwise. This is true even if Mazenko Law Firm prepared the trust or represented the person who created it, and regardless of whether you have received, downloaded, or used the Materials, visited our website, or communicated with our office by phone, email, or any other means. Nothing in the Materials, and nothing said or written in any communication with our office, is legal advice or a legal opinion about your situation.

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IN THE CIRCUIT COURT FOR **[COUNTY]** COUNTY, FLORIDA
PROBATE DIVISION

IN RE: ESTATE OF **[FULL NAME OF PERSON WHO CREATED THE TRUST]**, Deceased.	File No. _____ Division _____

NOTICE OF TRUST

[FULL NAME OF PERSON WHO CREATED THE TRUST], a resident of **[COUNTY]** County, Florida, who died on **[DATE OF DEATH]**, was the settlor of a trust entitled: **[FULL NAME OF TRUST]**, dated **[DATE TRUST WAS SIGNED]**, which is a trust described in Section 733.707(3), Florida Statutes, and is liable for the expenses of the administration of the decedent's estate and enforceable claims of the decedent's creditors to the extent the decedent's estate is insufficient to pay them, as provided in Section 733.607(2), Florida Statutes.

The name and address of the trustee are set forth below.

The clerk shall file and index this notice of trust in the same manner as a caveat, unless there exists a probate proceeding for the settlor's estate, in which case this notice of trust must be filed in the probate proceeding and the clerk shall send a copy to the personal representative.

Signed on _____, 20____.

_____

[FULL NAME OF SUCCESSOR TRUSTEE],
Trustee

Address: **[STREET ADDRESS, CITY, STATE, ZIP CODE]**
Telephone: **[TELEPHONE NUMBER]**
Email: **[EMAIL ADDRESS]**

[If a co-trustee is serving, add a second signature block with the co-trustee's name and address – otherwise delete this line]