**SUBMISSION OF PROPOSED ORDERS FOLLOWING INCAPACITY/GUARDIANSHIP, EMERGENCY TEMPORARY GUARDIAN, GUARDIAN ADVOCATE AND MINOR GUARDIAN HEARINGS**

**IN CHARLOTTE COUNTY**

1. Proposed orders that are entered after the incapacity and guardianship hearings

including orders determining incapacity, orders appointing guardians, and other related orders and letters, may no longer be handed in hard copy form to the Court or Clerk at the time of the hearing. These proposed orders must be submitted electronically to the Court with copies via E-mail to counsel for the A.I.P. at least 24 hours prior to the hearing as provided for in the following instructions and on the Court’s website in [Procedures](https://www.ca.cjis20.org/pdf/Charlotte/Checklist/Instructions%20For%20Proposed%20Orders%20Following%20Various%20Hearings.pdf) under the Incapacity/Guardianship section.

2. Counsel shall ensure that the subject line of the E-mail is flagged so that the

Court's Judicial Assistant can bring the proposed order(s) to the Court's attention prior to the hearing. Use all caps language and include the date and time of the upcoming hearing such as "\*\*\*UPCOMING HEARING ON XX/XX/XXXX at YYYY a.m./p.m.\*\*\*". Also include the normal case description that must be placed in the subject line of the E-mail.

***The proposed orders should be sent to both of the following E-mail addresses:***

[cha-guardianship@ca.cjis20.org](mailto:cha-charlotte@ca.cjis20.org)

**and**

[patriciat@ca.cjis20.org](mailto:patriciat@ca.cjis20.org)

Following the hearing the Court will promptly E-sign and E-file the orders after making any edits required as a result of the hearing.