

**REQUIREMENTS FOR FILING GUARDIANSHIP OF A MINOR CASES
IN CHARLOTTE COUNTY**
(effective November 13, 2018)

1. Petitioner E-files through the E-filing Portal a petition to appoint guardian for a minor.
2. Immediately after filing the petition the petitioner's counsel will send a copy of the petition to the Court's J.A. by E-mail to the cha-guardianship@ca.cjis20.org E-mail address. In the E-mail to the J.A. the Petitioner's counsel should request a hearing date and time using as a guide to available hearing time the Court's calendar which is available on the Internet at:

<https://www.ca.cjis20.org/schedules/docketjacsoptcha.asp?filterName=Judge%20P%20Alessandroni&type=1> .
3. The Court's J.A. will confirm with petitioner's counsel via E-mail the time and date of the hearing and the petitioner's counsel will E-mail to the J.A. a copy of the Notice of Hearing to reserve the date and time.
4. When the Clerk receives the petition to appoint guardian for a minor the Clerk will promptly send an E-mail to the Court's Judicial Assistant providing the case number of the case. The Clerk's E-mail should be sent to: cha-guardianship@ca.cjis20.org.

**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 the following instructions at the Court's web page here:

https://www.ca.cjis20.org/pdf/Charlotte/ElectronicSubmissionOrders_GeneralProbateGuardianshipProcedures.pdf

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

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.