

**Honorable Lisa S. Porter  
Circuit Court Judge  
Charlotte County Justice Center  
350 E. Marion Avenue  
Punta Gorda, FL 33950  
941-637-2186**

**PROBATE MATTERS**

Probate Checklists can be found under Judge Porter's downloads. The Court requires a completed Probate Checklist prior to considering any proposed Orders. Please make sure the Checklist is filed *and* viewable on the Clerk's website before submitting a proposed Order to the Judge for signature.

If a hearing is needed, all probate Motions are to be set for hearing before Magistrate Koch. To do so, please contact the Magistrate's office at 941-637-2213 for an Order of Referral and hearing time.

**CRIMINAL MATTERS**

All hearings must be scheduled through the Judicial Assistant, Lisa. E-mail is the preferred method of contact ([LSHarder@ca.cjis20.org](mailto:LSHarder@ca.cjis20.org)), or you may call the office at 941-637-2186. When e-mailing, please be sure to copy the opposing party(ies),

- include the case number
- Defendant(s) name
- Motion or Petition to be heard
- amount of time you are requesting for the hearing

Motion(s)/Petition(s) must be filed *and* viewable on the Clerk's website before requesting hearing time. Attorneys must coordinate the hearing time with all interested parties before confirming a date, especially if the hearing is evidentiary in nature and requires testimony and scheduling of witnesses. Any hearing longer than one (1) hour in duration requires the Court's review and approval. A Notice of Hearing should be e-filed using the Florida Courts E-Filing Portal. The Court does not require courtesy copies of any documents.