

## PROBATE

- ✓ PROPOSED ORDERS FOR JUDGE FOSTER:
  - Submit anything that you want a Judge to sign via the e-portal IN WORD FORMAT. This does NOT include “rich text format.”
  - Don't include signature line, ‘done and ordered’/date line, or conformed copies info.
    - The electronic signature inserts its own signature line and the signature is dated when the Judge signs it.
  - Don't include headnotes, footnotes or weird inserts like text boxes or pictures in your proposed orders.
- ✓ Make sure you have filed your notice of email address with Clerk so that you receive copies via electronic service. We are not checking the electronic service lists.
- ✓ Before submitting Orders for Discharge of PR, make sure that the Discharge Check off List appears in the Court file.
- ✓ Before submitting ANY order, confirm that the corresponding pleading or motion upon which it is based appears in the Case file. For estate administration orders and letters, confirm that all documents including the Will and any Codicils if the estate is testate, appear in the Court file. **Please refer to the Will or Codicils in your Order by date of filing and docket line numbers.**
- ✓ If you are requesting relief other than as set forth in the Will and Codicils, consents from all beneficiaries and interested parties MUST be filed in and appear in the Court file.
- ✓ If the first named PR can't or doesn't want to serve, please explain the basis in the Petition for Administration.

## GUARDIANSHIPS

- ✓ PROPOSED ORDERS FOR JUDGE FOSTER:
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    - The electronic signature inserts its own signature line and the signature is dated when the Judge signs it.
  - Don't include headnotes, footnotes or weird inserts like text boxes or pictures in proposed orders.
- ✓ Make sure you have filed your notice of email address with Clerk so that you receive copies. We are not checking the electronic service lists.
- ✓ Before submitting ANY order, confirm that the corresponding pleading or motion upon which it is based appears in the Case file.
- ✓ If you are submitting an order that is to be filed in both the MH/incapacity case and GA/guardianship Case, please submit two separate orders each with one case number on them respectively.
- ✓ Emergency Temporary Guardianships will continue to be referred to the Magistrate and heard within 5 days, unless there's an objection to the Magistrate. Then the Judge assigned to the Case will hear. Case management will prepare and submit for signature all preliminary Orders as set forth below.
- ✓ **NEW PROCEDURES FOR GUARDIANSHIPS ALL CIVIL/PROBATE JUDGES** – Civil Case Management will be preparing and obtaining signatures for ALL preliminary Orders and scheduling Incapacity hearing before the Magistrate
  - **CLERK** will email the Petition for Incapacity / Guardianship (Emergency Temporary Guardian –ETG) to Debbie Mravic, Sherry Lucas & Kayla DiSarro

- **Case Manager**

- ✓ Prepares the Order Appointing Attorney
- ✓ Prepares Order of Referral to Magistrate for Petition for Incapacity; Petition for Guardianship (& ETG if requested)
- ✓ Prepares Order Appointing Examining Committee (must be completed within 5 days of the Petition for Incapacity).
  - Clerk will serve copies to the appropriate individuals.
- ✓ Prepare Order Scheduling Hearing with Magistrate (approximately 45 days from date of filing of Petition)

- ✓ **OTHER ISSUES ALL CIVIL/PROBATE JUDGES**

- Petition for fees should be submitted quarterly.