

**ALL PROBATE MATTERS:**

**The Court requires the filing of completed Probate Checklists when submitting most proposed Orders.**

Before sending proposed Orders to Judge McFee that will require his review of online documents, before entering the orders, check the Clerk's website to make sure all required supporting documents are viewable online and confirm the Docket No., Item #, and date on the Probate Checklist.

**If the documents and checklist have not been filed with the Clerk's office the order will not be considered.**

MAGISTRATE KOCH: Probate motions may also be scheduled before Magistrate Koch, with an Order of Referral. Please contact the Magistrate's office for hearing time prior to contacting Judge McFee's office. Attorneys may schedule those hearings by contacting the Magistrate's Assistant at (941) 637-2213.

GENERAL MOTION SCHEDULING: All hearings must be scheduled through the judicial assistant (Nicole at [nshivak@ca.cjis20.org](mailto:nshivak@ca.cjis20.org)).

E-mail is the preferred method of scheduling hearings but you may also call to do so.

When e-mailing our office to set a hearing, the following information is required from your office:

1. Case Number
2. Case Name
3. The Motion(s) or Petition(s) to be heard
4. The amount of time requested for the motion or petition.

Motions or Petitions must be filed with the Clerk before requesting time for a hearing. As a courtesy to the other side, the attorneys must clear the hearing time with the opposing party before booking the hearing. This is extremely important if the hearing involves testimony and the scheduling of witnesses to attend the hearing.

Once you have coordinated with opposing counsel you will need to contact the judicial assistant to obtain hearing time. A Notice of Hearing must then be filed in the court file.