



NOTICE TO ATTORNEYS

Dec. 5, 2018

PROBATE DIVISION ANNOUNCES NEW PROCEDURES FOR ELECTRONIC SIGNATURE AND PROCESSING OF COURT ORDERS

Effective Dec. 10, 2018, proposed orders will be routed electronically within the Court for review and signature. By eliminating manual tasks associated with processing and serving orders to the submitting party, the Court will expedite and improve the processing of proposed orders. This change will have the following impact:

Ex-Parte Applications

- Proposed orders must still be submitted to the Court ***with*** the ex-parte application when efiled. The omission of a proposed order when efilng an ex-parte application will slow down the processing of the application. If the proposed order is not submitted with the application and is instead brought on the day of the ex-parte motion, counsel will be directed to the clerk's office to have the order scanned so it can be routed to staff and the judge electronically.
- **Beginning Dec. 10, 2018**, conformed paper copies of ex-parte orders will not be provided in the department after rulings on ex-parte matters. All resulting orders will be provided to the applicant's attorney via email immediately after the order is entered. The order will not be provided electronically to other attorneys or litigants; it is the duty of the applicant's attorney to serve the order. Certified copies of ex parte orders will be immediately available in Room 112 upon docketing of the order.

Petitions

- Proposed orders for matters on the regular calendar (except ex-parte orders and fee waivers) must be submitted to the Court only ***after*** a ruling on the matter. All resulting orders will be provided to the petitioner's attorney via email immediately after the order is entered. The order will not be provided electronically to other attorneys or litigants and instead it is the duty of the petitioner's attorney to serve the order. Certified copies of orders will be immediately available in Room 112 upon docketing of the order.

Fee Waivers

- Proposed orders on applications for fee waivers must be submitted ***with*** the applications when efiled. Each document must be a separate pdf in the envelope.

Motions and Trials

- Proposed orders for motions and proposed orders for matters related to trial shall be efiled only after a ruling on the matter.