

General Information

When filing a petition with the E-Portal or the Clerk of Court's Office does not place the matter before the Court. The Court **IS NOT** notified of new filings, and therefore it is the obligation of the parties to place the matter before the Court.

Status Conference/Case Management Conference

- Counsel and unrepresented parties must attend all status and Case Management Conferences unless excused by the court
- To request continuance or excusal the party or their attorney must file a status report along with a motion for Continuance ***not less than 10 days prior*** to the case management conference, continuances are at the discretion of the court and parties must appear unless continuance is granted. Sanctions may be imposed for failure to appear. Is a final order of administration or a Discharge has been entered the case is closed and your Status or Case Management Conference is automatically cancelled.

Remote Appearances

- Many hearings that are 30mins or less can be held remotely. ***Please do not come to the courthouse for a hearing if your hearing is noticed to occur by Teams.***
- For hearings that are scheduled to occur in-person, you must file a motion with the court not less than 10 days in advance of the hearing date if you wish to attend virtually. Your motion must state good cause for the remote appearance along with steps necessary to ensure that no party will be prejudiced by remote appearance.
- The court is not allowing telephonic appearances currently. If a remote appearance is requested and approved, it will occur via Teams. Please note that audio and video appearance is required if the court is taking testimony.

Original wills and other paper documents

- All original documents, including wills, should be deposited directly with the Clerk of Court. Do not send any original documents to the judicial assistant or case manager.
- If the original will has been docketed in a separately numbered case you must specify that additional case number in the email submission of the proposed orders, as well as in the text of the proposed order admitting the will to probate.
- All documents must be either electronically filed through the E-Filing portal or filed with the Clerks of Courts office. ***Unless specifically requested, do not send paper documents to the court, chambers, staff attorneys, or other court staff for filing.***

Emergency Motions

If you believe the matter, you have submitted for review is eligible for emergency relief or must be reviewed on an expedited basis. Please state it is an “EMERGENCY” in the subject line of our email and include copies of your motion and all attachments. The Court will determine if the matter should be expedited and inform the parties of the determination via written order.

Continuances

Continuances are not routinely granted and are evaluated on a case-by-case basis. All requests must be made in writing with specificity and show good cause.

Ex Parte emails or correspondence

- The code of judicial conduct precludes judges, magistrates, judicial assistants, case managers, staff attorneys, and other court staff from speaking to parties about substantive matters in and case. Furthermore, the judicial assistant, case manager and other court personnel are not legally qualified or authorized to provide legal advice to anyone.