

Judicial Practices and Procedures  
(Updated December 1, 2025)

**Judge Mark S. Blechman**

Probate / Guardianship / Mental Health -Division 1 – COURTROOM 19-C  
Judicial Assistant, Terry Marino

**Contact Information**

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In order to assist litigants, counsel, and the Court, the following guidelines<sup>1</sup>, procedures, practices and expectations are adopted for Probate/Guardianship/Mental Health Division 01 in Orange County, Florida when practicing before Judge Blechman.

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<sup>1</sup>The above standards, procedures, practices and guidelines are minimum standards. All counsel are presumed to be familiar with and are expected to abide by the *Rules Regulating The Florida Bar*, and the *Guidelines for Professional Conduct* promulgated by the Trial Lawyers Section of The Florida Bar and adopted by the Conference of Circuit Judges. Copies of each of these documents may be obtained from The Florida Bar and/or are available on-line on its website <http://www.floridabar.org>. In addition, counsel must be aware of the *Ninth Judicial Circuit Courtroom Decorum Policy* promulgated on February 11, 2003 and Amended September 2014. (See <http://www.ninthcircuit.org> for Attorneys/Information/Rules & Policies/Courtroom Decorum Policy) as well as the local administrative rules.

## A. Communications with the Judicial Office

- **Method of Communication:** All communications to the judicial office must be submitted by e-mail to [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org). The subject line must contain the case number and case name.
- **Ex parte Communications:** All parties, including pro se/self represented litigants, must be copied on any e-mail directed to the judicial office.
- **Unsolicited Communications:** Unsolicited communications from non-parties will not be considered by the court. Parties may only contact the judicial office in accordance with these practices and procedures.
- **E-Filing Portal Contact Information:** All attorneys and pro se/self-represented litigants must provide an e-mail address to receive signed orders electronically, unless excused. Fla. R. Gen. Prac. & Jud. Admin. 2.516. It is the responsibility of attorneys and pro se/self-represented litigants to update their contact information using Form 2.603 any time there is a change in the e-mail account registered for electronic service
- **Response to Inquiries:** The judicial assistant is not authorized to provide legal advice

## B. Scheduling Procedures

aiCalendar link: [Orange - Probate, Trust, Guardianship, and Mental Health Division 1 - 9th Judicial Circuit Court Calendar](#)

**Short Matters** – Uncontested matters, no evidence and 10 minutes or less.

**Most Short Matters can be reviewed in chambers without setting a hearing and it is advised you email the petition/motion, cover letter and proposed order to chambers first and if a hearing is needed you will be notified by the Judicial Assistant.**

**Short Matters Schedule:** Probate **and** Guardianship/Mental Health cases are set on Tuesday and Thursday at 9:30 a.m.

A list of dates that the Court is unavailable for Short Matters is located in the instructions found on Judge Blechman's aiCalendar page. Any hearings scheduled on a posted unavailability date will not be heard and will need to be rescheduled by counsel. The

attorney noticing the hearing must provide at least 5 days' notice of the hearing to all parties, including self-represented litigants.

- **Held virtually: The virtual link is:**  
<https://ninthcircuit.webex.com/meet/lorange>
- **Setting:** Short matters hearings are not coordinated with the JA but are placed on the Court's docket by the Judicial Assistant once the courtesy copies are received. All short matters hearings must be coordinated with opposing counsel and/or pro se/self represented party. A courtesy copy of the motion, notice of hearing with the video link and reason for the necessity of the hearing, and proposed order(s) in word format must be provided to the judge via email to [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org) at **least three (3) business days** before the hearing. Failure to do so will result in the hearing not being held. The subject line of the email must include the case number, style, and date/time of the hearing. Courtesy copies should not be sent any sooner than 10 days prior to the hearing.

The Judge does prepare for these hearings in advance. If a courtesy copy is not received, the Judge will not go forward with the hearing.

- **Notice of Hearing for Short Matters:** The notice must contain the requirements listed below.
  - Title of each petition/motion and date filed.
  - If in-person or virtual. If in-person, indicate courtroom 19-C and courthouse address.
  - If virtual, it must include the Webex link and;
  - *Attendee(s) cameras must be activated. Attorneys and Parties are expected to comport themselves as though present in-person in the courtroom which includes appropriate clothing. AI-assisted note taking applications are not permitted in the meeting space. The hearing will not be cancelled or postponed due to a party's technical difficulties with the video link; accordingly, those wishing to be heard should consider coming to the hearing in person. Parties should mute their audio until the Court has called the case. Any party testifying must have government issued identification in their immediate possession ready to place in front of the camera in order for the court to be able to place them under oath.*

- **Submission Deadlines:** Please only send electronically, do NOT send a hard copy unless directed otherwise by the Court. In addition to filing the Notice of Hearing with the Clerk of Court, a copy of the Notice of Hearing, Motion(s), and proposed order(s) (in word format) must be emailed to [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org) at least three (3) but no more than ten (10) business days prior to the hearing to ensure an opportunity for the Court to review. Failure to do so will result in the hearing not being held. Copies provided by email should be sent in pdf or Word, not in a zip folder or share folder as they are moved to a queue for the Judge to review and other formats cannot be moved properly. The subject line of the email must include the case number, style and date/time of the hearing. Failure to provide courtesy copies to all parties may result in the hearing being cancelled as the court will be unable to properly prepare.

### **Hearings** (other than short matters)

- **Court Schedule/Available Hearing Time:** All available hearing time is viewable on aiCalendar at [Orange - Probate, Trust, Guardianship, and Mental Health Division 1 - 9th Judicial Circuit Court Calendar](#) in real-time. The Judicial Assistant does not have hearing time that is not listed on aiCalendar.
- **Scheduling Hearings:** Division 1, uses aiCalendar for available hearing time, link - [Orange - Probate, Trust, Guardianship, and Mental Health Division 1 - 9th Judicial Circuit Court Calendar](#). Also on Judge's page, click on "calendar". Instructions will be displayed. Click on "Available Hearings" and available hearing times will be displayed. For requests exceeding 15 minutes, please combine consecutive timeslots.
- **All evidentiary hearings are in person.** Any request for remote appearance at an evidentiary hearing must be made by motion and received by the court at least 5 business days prior to the hearing date with a filed cover letter and proposed order. Any objection to the motion must be received by the Court within 2 business days of the filing of the motion. Contested hearings involving only argument of counsel (no evidence being introduced) may be conducted either virtually or in person and should advise the Judicial Assistant of this in the email request to set hearing.
- Any hearing requests for longer than 1 hour must be approved by Judge Blechman by emailing the lorange email address, attaching the petition/motion and detailing the reasons for the excessive time. After the Court reviews your request, you will receive a response

from the Judicial Assistant.

- Coordinate the date and time with opposing counsel/pro se/self-represented party as required by the Ninth Circuit's Administration Meet-and-Confer Order. Hearing times must be cleared with opposing counsel and/or pro se/self-represented parties. Be aware other attorneys are also coordinating hearing time, so you should coordinate up to 2 alternate times in case the time you request is booked.
- Email [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org) copying opposing counsel/pro se/self-represented litigants requesting the hearing be added to the docket. The hearing request must be in the below format including the required information:

1-Date and time being requested for the hearing:

2-Case number and style of the case:

3-Names of the attorneys (or pro se/self-represented if applicable):

4-Title of the petition(s)/motion(s) to be heard:

5-Date each petition(s)/motion(s) filed:

5-Amount of time requested for the hearing:

6-Evidentiary or Non-Evidentiary:

7-Parties appearance at hearing (in-person or virtually):

- If any of the above information is not included in your email, the Judicial Assistant will email you back to inquire which may result in your hearing time being taken by another case as the date/time will not be held, so please be sure to include all information in order to assist in getting your requested hearing time.
- Your hearing time is not confirmed until you receive a reply from the Judicial Assistant. Do not file a Notice of Hearing until you have received a conformation email. At the time of the emailed hearing confirmation, the Judicial Assistant will confirm your appearance type for the hearing.
- **Notice of Hearing:** A notice of hearing must be filed and served immediately only after receiving a conformation email from the Judicial Assistant. The Notice of Hearing must include the following:
  - Title of each petition/motion and date filed

- If in-person or virtual. If in-person, indicate courtroom 19-C and courthouse address.
  - If virtual, it must include the Webex link and;
  - *Attendee(s) cameras must be activated. Attorneys and Parties are expected to comport themselves as though present in-person in the courtroom which includes appropriate clothing. AI-assisted note taking applications are not permitted in the meeting space. The hearing will not be cancelled or postponed due to a party's technical difficulties with the video link; accordingly, those wishing to be heard should consider coming to the hearing in person. Parties should mute their audio until the Court has called the case. Any party testifying must have government issued identification in their immediate possession ready to place in front of the camera in order for the court to be able to place them under oath.*
- **Submission Deadlines:** Please only send electronically, do NOT send a hard copy unless directed otherwise by the Court. The Notice of Hearing should be immediately filed with the Clerk of Court. In one email, courtesy copies of the Notice of Hearing, proposed order(s) in word format, petition/motion, response, reply, memo of law and/or case law you wish the court to consider are required to be emailed to [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org) **at least five (5) but no more than ten (10) business days prior** to the hearing to ensure an opportunity for the Court to review. Copies provided by email should be sent in pdf or Word, not in a zip folder or share folder as they are moved to a queue for the Judge to review and other formats cannot be moved properly. The subject line of the email must include the case number, style and date/time of the hearing. Failure to provide courtesy copies to all parties may result in the hearing being cancelled as the court will be unable to properly prepare. Additionally, any courtesy copies received after the 5 days prior to the hearing may not be reviewed by the court prior to the hearing. Note, the deadline dates are subject to change and if changed, would be noted in the email confirmation setting the hearing.
  - **ADA Accommodations-must be placed on all Notice of Hearings in bold:**  
**If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, Human Resources, Orange County**

**Courthouse, 425 N. Orange Avenue, Suite 510, Orlando, Florida, (407) 836-2303, at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.**

- **Order of Proceedings:** Matters will be heard in the order they appear on the docket or as called by the Judge.
- **Continuance Procedure:** Continuances will be granted only upon good cause shown. A request for continuance must be submitted at least five (5) business days prior to the scheduled court date. Except for good cause shown, the motion must be signed by the party requesting the continuance, as required by Florida Rule of General Practice and Judicial Administration 2.545(e).
- **Cancelling Hearings:** Only the party setting the hearing may cancel the hearing. The party cancelling the hearing **must immediately email [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org)** to advise of the cancellation. The party cancelling the hearing must also file a Notice of Cancellation and email a copy of the notice of cancellation to [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org) (filing the Notice of Cancellation with the Clerk is not sufficient as the Clerk does not notify the Court). If the hearing is cancelled less than 4 hours beforehand, and counsel cancelling the hearing has not been able to confirm the Judge has been informed, counsel must appear or have someone appear on counsel's behalf to so inform the Judge.
- **Cooperation of Counsel and/or pro se/self represented litigant to Coordinate Hearings:** Good faith cooperation is expected both from counsel, their support staff and pro se/self represented litigants. If after 3 attempts on separate days to coordinate a hearing, counsel and/or pro se/self represented litigant does not cooperate or respond, the requesting party may unilaterally set a hearing giving at least two weeks' notice to the opposing counsel/pro se/self represented litigant who failed to cooperate or respond. Efforts to coordinate the hearing must be noted on the Notice of Hearing.
- **Cross-noticing:** You must email the Judicial Assistant requesting to cross-notice a matter. Your email must indicate if the matter can be heard in the same allotted time the hearing is set for. The Court will address what was originally noticed first and will address what has been cross-noticed, only if time permits. If added to the docket, counsel must follow the procedures for notice. If there is not sufficient time for the cross-noticed matter to be heard, counsel must go through the normal

scheduling procedure to schedule it with the Judicial Assistant.

- **Counsel must be prepared at the time of hearing to:**
  - Be fully familiar with the case.
  - Assist the Court in a review of the matters necessary to determine that the requested order is legally ready for entry.
  - Answer the Court's questions regarding the case.

### **C. Remote Appearance**

- **Remote Appearance Procedure:** The Court currently allows for non-evidentiary hearings to be held virtually. All evidentiary hearings are in person. When the requested hearing is confirmed that information will be provided. The Court may also require parties to appear in-person.
- **Platform Used:** Cisco Webex "click to join" link for all virtual hearings. The link is: <https://ninthcircuit.webex.com/meet/1orange>
- **Requirements:** Attendee(s) cameras must be activated. Attorneys and Parties are expected to comport themselves as though present in-person in the courtroom which includes appropriate clothing. AI-assisted note taking applications are not permitted in the meeting space. The hearing will not be cancelled or postponed due to a party's technical difficulties with the video link; accordingly, those wishing to be heard should consider coming to the hearing in person. Parties should mute their audio until the Court has called the case. Any party testifying must have government issued identification in their immediate possession ready to place in front of the camera in order for the court to be able to place them under oath.

Five minutes before the hearing, all participants should connect to the video conference. You will be entering a virtual waiting room before the hearing. The judge will admit you to the hearing when it begins. A party may appear virtually using the Webex link provided and must test the link prior to the hearing date. If a party is unable to connect to Webex, the party is required to appear in person.

- **Telephone Appearance:** Not permitted.
- **Courtroom Technology Needs:** If you need information on available courtroom technology you may contact Technology Support at 407-836-0522 or email

[AVSupportOrange@ninthcircuit.org](mailto:AVSupportOrange@ninthcircuit.org). Information can also be found on the Ninthcircuit.org under Programs & Services, Courtroom Technology Support.

#### **D. Submission of Orders to Chambers**

- **Format:** All proposed orders must be submitted in Word format. All Orders must describe, in the caption/title, the subject and ruling of the Court, (i.e. “Order Granting Motion to Strike Claim of Creditor Truist Bank.”) **not** just the word “Order”.
- **Submission Method:** Via email to [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org)
- **Deadline for Submissions after hearing:** If a hearing is held the Judge will advise counsel at the hearing of the deadline to submit the proposed order.
- **Routine Pleadings in PROBATE CASES:** Routine petitions and proposed orders must be emailed to the Court for the Court to review and sign in chambers. These include, but are not limited to, the following:
  - Petition to Appoint Personal Representative and issue Letters of Administration
  - Order to Admit Will (original and ancillary) including the admission of authenticated copies of foreign wills
  - Orders to Appoint Commissioners and Issue Commissions
  - Preliminary Order to Inventory Safety Deposit Box
  - Petition to Determine Homestead (uncontested)
  - Petition to Determine Exempt Property (uncontested)
  - Disposition of Personal Property without Administration
  - Petitions to Sell Real Estate
  - Petition for Opening Subsequent Administration
  - Establishment and Probate of Lost or Destroyed Will (uncontested)
  - Order of Summary Administration
  - Order of Discharge
  - Any agreed or uncontested Petitions or Motions that are non-evidentiary and any other Petition or Motion that does not require giving notice to interested parties pursuant to the requirements of due process
- **Submitting Orders to Chambers:** Proposed agreed and unopposed orders should be emailed to [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org). Orders must be in Word format only, (not rtf, pdf or any other version) as the

Court can only upload a Word document for electronic signature.

- Please ensure the correct case number and decedent's name are on the order as well as in the subject line of the email.
  - Along with the proposed order, any required checklists, an e-filed cover letter must be attached to the email that indicates that the order is being submitted without a hearing or subsequent to a hearing held with date of hearing (the cover letter must have the filing stamp across the top and be **viewable in the Clerk's system**) and must indicate that opposing counsel, if applicable, has reviewed and approved the form of the order or that there is no opposing counsel when submitting to the court for review. A cover letter must be e-filed by the attorney with the Clerk and is required on all cases to document in the court file why the order was received by the Court.
  - Be sure that documents necessary to review the submission, including the cover letter and motion, can be viewed on the Clerk's system before submitting. **The Court will not hold emails waiting for documents to be viewable and they will be deleted/rejected.**
  - **Probate:** A copy of the required efiled checklist, which includes the e-filing information across the top, must be attached to your email, along with your efiled cover letter and proposed orders in Word. Please be sure you are using the most current version of the checklist, which may be found on the Court's Probate page at <https://ninthcircuit.org/divisions/probate-court>.
  - All parties must be copied on all email submissions.
  - If the order is being submitted for consideration after being denied and corrected, please indicate such in the cover letter AND in the body of the email. This information will speed up the review of the order.
- **Please note that the Clerk of Court is charged with auditing Homestead, Summary Administration and Discharge orders before the Court reviews them.** This may cause a delay and should be taken into account when submitting orders. Once audited the Court will read and consider your matter and enter the proposed order or will issue further instructions on how to proceed if there is

an issue. Please allow 15 business days before inquiring of the court of the status of this type of submitted order.

- **Orders on Motions to Withdraw:** On motions to withdraw as counsel, please make sure that your order is in compliance with the Rules of General Practice and Judicial Administration and that the last known address, phone number and email address of the client are in the order. Email cover letter, motion and proposed order to chambers for review. If a hearing is required you will be notified. The Order Granting Motion to Withdraw must contain the following language:
  - If a Probate case and a formal administration, *the PR shall be given 30 days to obtain new counsel or the case will be dismissed. If the client is a corporation or other legal entity, allow no more than thirty (30) days to obtain substitute counsel.*
  - If Guardianship case, *the Guardian is required to have counsel and shall be given 30 days to obtain new counsel or the case will be set for a Rule to Show Cause hearing.*
- **Amended Orders:** If an error is made on the order and an amended order is needed to correct a scrivener's error, please send a cover letter specifically indicating what needs to be corrected so there is documentation in the court file why the amended order is being signed. Please do not use the same cover letter as when the order was originally submitted.
- **Motions for Attorney's Fees (Guardianship cases):** There must be either a filed, written consent of the guardian or proper service of notice to the appropriate parties **and the motion/petition must state that either there exists consent or proper service or that there is exemption for consent or notice**
- **Motions for Guardian Fees:** The approved rate without further Court permission for ORANGE COUNTY ONLY is \$70.00 per hour effective for work done after December 12, 2022.
- **Motions For Rehearing, Reconsideration or New Trial:** Upon filing the Motion and after viewable in the Clerk's system, you must email a copy directly to chambers with a filed cover letter and proposed order for review because the Clerk does not provide the motion to the Court. The Court will either (i) rule without a hearing, (ii) direct that a written response be filed by opposing counsel, or (iii) direct the Judicial Assistant contact the moving counsel or party to schedule a hearing.

- **Other Procedures Relating to Submission of Orders:** The Court does not hold orders waiting for approval or objection. Please do not send proposed orders to the Court until you have approval as to the form by opposing counsel, if applicable.
- If counsel is asked by the Court to prepare an order where there are opposing counsel or other parties, the order should be drafted and circulated within three (3) business days and must be submitted via email to the court within seven (7) days of the hearing, with a copy to opposing counsel or to the other parties. The submission should include a filed cover letter indicating if opposing counsel and/or pro se/self represented party has reviewed and if there is an agreement to the proposed order. If there are any objections to the order, counsel may submit the order with filed cover letter indicating opposing counsel and/or pro se/self represented party objects. Within 24 hours, opposing counsel and/or pro se/self represented party should file a cover letter which indicates their objections and email to the court.
- **Timing of Processing Orders:** Orders are processed as the Judge has time out of court. If the Judge is out of the office, the Order(s) will be processed upon his return in the order they were received. Additionally, there may be a delay if the Judicial Assistant is out of the office. If you want to know if a specific Order has been signed by the Judge, you should first check your e-service email as the Order may have been e-served. If not received by e-service, then check the Clerk's system to see if it has been docketed before contacting the Judicial Assistant, as she may not be able to track the signing of a specific Order due to the high volume of Orders received by the Court.

## **E. Courtesy Copies of Case Law and Other Documents**

- **When Required:** Courtesy copies are required for all hearings and must be provided following the instructions in the email confirmation setting hearing.
- **Format:** PDF or Word Format, not in a zip folder or share folder as they are moved to a queue for the Judge to review and other formats cannot be moved properly. All proposed orders must be in word format.
- **Submission Method:** Via email to [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org)
- **Deadline for Submissions:** At least five (5) business days prior but

no more than ten (10) business days prior to the hearing to ensure an opportunity for the Court to review. All requirements should be submitted in one email. Note, the deadline dates are subject to change and if changed, would be noted in the email confirmation setting the hearing.

## **F. Emergency and Other Urgent Matters**

- **Requirements:** If you have filed a motion (which should contain a detailed explanation of the circumstances of the emergency) that you believe needs emergency consideration by the judge, please email a copy to the Judicial Assistant at [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org) to alert the Court that there is a Petition or Motion for emergency consideration. The copy must have the filing stamp across the top.
- The Court will review the matter and the Judicial Assistant will email to advise if you need to submit a proposed order, schedule a hearing or the court will unilaterally schedule a hearing date/time. All parties shall make themselves available for the emergency hearing, barring exigent circumstances.

## **G. Exhibits for Evidentiary and Non-Jury Trial Proceedings:**

- **Submission Method:** An electronic copy must be sent to [lorange@ninthcircuit.org](mailto:lorange@ninthcircuit.org) with the case number, date and time of the hearing appearing in the subject line.
- Bring 2 hard copies of the exhibits and filed objections (one for the Judge and one for the Clerk) to Court for use at the time of the proceeding. The copies for the Clerk will be used for anything entered into evidence.
- **Format:** Word or PDF (no zip drives, share folders or links)
- **Preparing Evidence:** No later than five (5) business days before the hearing, counsel and/or self-represented parties must exchange any and all exhibits, which must be “bates-stamped”. The parties must have a substantive, good faith telephone conference to address stipulations and objections to the admissibility of all exhibits. If there are objections to the admissibility of any exhibits, the party raising the objection shall identify the exhibit by “bates-stamped” numbers and identify the ground(s) for any objection. The objections shall be filed with the Clerk and any objections not noted are waived.

- **Deadline for Submissions:** After the substantive, good faith telephone conference and **no later than five (5) business days before the hearing**, the parties are to pre-mark the “bates-stamped” exhibits that they intend to use during the hearing, provide a set of the exhibits to the other party and the witness(es).
- **Preparing Witnesses:**
  - If your case involves witness testimony and the witness cannot appear in person or it would be hardship for in person appearance, you must file a notification of the issue and file the appropriate motion to request Court permission for virtual appearance. This notice must be provided to all counsel of record and counsel be given sufficient time to object. Failure to provide notice will result in a denial of the virtual appearance. Failure to object to a virtual appearance in a timely fashion waives the objection. The motion, cover letter and proposed order must be emailed to the Court at least five (5) business days prior to the court date. If a witness is permitted to appear virtually, the party testifying must have government issued identification in their immediate possession ready to place in front of the camera in order for the court to be able to place them under oath. Further, if there is any testimony expected regarding exhibits or predicates for the introduction of exhibits, the witnesses must have a copy of the exhibit with them, marked exactly as the exhibit in court is marked.
  - In the event the rule of sequestration is invoked, the witnesses will be instructed to leave the hearing/courtroom and counsel or pro se/self-represented party will be responsible for contacting the witness when it is time for their testimony.
  - The witness shall be instructed not to look or refer to any other document or device during his or her testimony.
  - Counsel and/or pro se/self-represented party is responsible for providing these instructions to any witnesses and ensuring their compliance.

## **H. Setting Case for Trial**

- **Procedure:** File a notice for trial to set the case for trial. Must include if the parties have attended mediation including the date, and the amount of time needed for trial. After it is viewable in the Clerk’s system, counsel shall email a copy to the Judicial Assistant.

## **I. Probate Checklists and Forms**

- **Access:** Division checklists and forms are available on the circuit's webpage at <https://ninthcircuit.org/divisions/probate-court>.
- **Usage:** A checklist must be filed with, opening a Formal Administration, closing a Formal Administration, filing a Summary Administration and Petition for Determining Homestead Status of Real Property in Formal and Summary Administration cases.
- The forms for the checklists are established in Administrative Order 2021-09-54, effective on October 31, 2022, and can be found here: <https://ninthcircuit.org/divisions/probate-court>. All checklists were revised on October 31, 2022. Please only use the most recent version. The applicable checklist must be fully completed or it will not be considered.

## **J. Court Reporting / Recording of Court of Proceedings:**

- Only Guardianship and Mental Health cases are digitally recorded by the Court reporter. Probate cases are NOT recorded.
- See Administrative Order 2019-01-03 for details and additional information.

**K. Use of Artificial Intelligence in Papers:** The Court does not prohibit the use of Artificial Intelligence ("AI") in its division. However, if any party or self-represented party has used AI in the preparation of any complaint, answer, motion, brief, or other paper filed with the Court, the party MUST, in a clear and plain factual statement, disclose that AI has been used in the filing, and CERTIFY, that each and every citation to the law or the record in the paper, has been independently verified as accurate. Failure to comply may result in sanctions against the party including the striking of pleadings and dismissal.

**L. On-line Docket:** All probate, guardianship and mental health cases are mixed on the docket. Due to guardianship/mental health being confidential, there will not be an on-online docket for this division.

## **M. Other Division Procedures**

- **Interpreter Requests:** Court Interpreters are only provided for Guardianship/Mental Health cases, and **not** for probate cases. If an interpreter is needed on a Guardianship/Mental Health case, the request must be made at the time of the hearing request.