

**INDIAN RIVER COUNTY**  
**GUARDIANSHIP MEMORANDUM**  
**VICTORIA L. GRIFFIN, CIRCUIT JUDGE**  
**EFFECTIVE JANUARY 9, 2023**

Judicial Assistant: Jylene Magdaleno  
E-mail / E-Service Address: [IRCJudge5@Circuit19.org](mailto:IRCJudge5@Circuit19.org)  
Indian River County Courthouse  
2000 16<sup>th</sup> Avenue  
Vero Beach, FL 32960  
Courtroom 8  
Telephone: (772) 226-3382



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**PLEASE REVIEW THE FULL GUIDELINES AND PROCEDURES FOR PROBATE  
& GUARDIANSHIP DIVISIONS LOCATED ON JUDGE GRIFFIN'S WEBPAGE  
PRIOR TO CONTACTING THE JUDGE'S OFFICE.**

The email address for submitting ALL hearing packets and guardianship petitions and proposed orders is [IRCJudge5@Circuit19.org](mailto:IRCJudge5@Circuit19.org).

**DO NOT SUBMIT GUARDIANSHIP MATTERS TO [ProbateIRC@Circuit19.org](mailto:ProbateIRC@Circuit19.org).  
DO NOT SUBMIT HARD COPIES OF PROPOSED ORDERS/LETTERS TO THE  
JUDGE, OR SUBMIT PROPOSED ORDERS/LETTERS THROUGH THE E-PORTAL.**

**PETITIONS TO DETERMINE INCAPACITY AND PETITIONS FOR GUARDIAN ADVOCACY:**

Petitions and proposed orders must be submitted, via email, to [IRCJudge5@Circuit19.org](mailto:IRCJudge5@Circuit19.org). The subject line of your email should contain the word "**EMERGENCY**" OR "**URGENT**" for quick processing.

*e.g. "Subject: EMERGENCY: Jane Doe 2023GA000, Petition to Determine Incapacity"*

**EX-PARTE COMMUNICATION:** Please do not ask the Judicial Assistant or other Court personnel to communicate any message to the Judge as this is *ex-parte* communication. All communication with the Court shall be in open Court with all parties present, in writing or by email copied to opposing counsel/party, and/or filed with the Clerk.

**Original documents and monies are not to be sent to the Judge's office, and the Judge's office takes no responsibility for such items.**

All court filings and proposed orders MUST contain proper address certification—i.e. the FULL address of ALL parties or email address where the motion was served (or order will be served.) “I certify that a copy of the foregoing was emailed to all parties through the e-service portal” is NOT sufficient. Likewise, listing a party on the order “cc:” without listing the address is insufficient. If the party does not have an e-service address, then the moving party will be required to mail a copy of the court filing or order to that party.

## **GUARDIANSHIP DIVISION PROCEDURES:**

- **INCAPACITY PROCEEDINGS:**

Submit the following in WORD format via e-mail to: [IRCJudge5@circuit19.org](mailto:IRCJudge5@circuit19.org):

1. Notice of Petition to Determine Incapacity with the Hearing date filled in, if possible (refer to and schedule using the online scheduling system);
2. Order Appointing Attorney/Elisor; and
3. Order Appointing Examining Committee. If there is information on the proposed orders that can be filled in by your office, please do so before submitting to the Court, including case number and e-mail service addresses. Do not include Certificate of Service by the Clerk.

- **EXAMINING COMMITTEE FEES:**

Pursuant to Administrative Order 2017-06 in RE: Order for Compensation of Examining Committee, this office will only accept the Order for Compensation of Examining Committee posted under “Forms” on Judge Griffin’s webpage on [www.circuit19.org](http://www.circuit19.org). This order must be sent within five (5) days after the hearing for incapacity is held. Concerning payment of Examining Committee Fees where the Ward has been found indigent, these fees are preset and must be as follows:

Physicians: \$325.00

Psychologists: \$225

Lay People: \$125

Submit checklists, petitions/motions, and proposed order (in word format) to the following **via e-mail: [IRCJudge5@circuit19.org](mailto:IRCJudge5@circuit19.org)**.