

**ST. LUCIE COUNTY
GUARDIANSHIP (GA AND MH) DIVISION AND PROBATE (CP) DIVISION
2023 COURT PROCEDURES
BRETT M. WARONICKI, CIRCUIT JUDGE
EFFECTIVE JANUARY 9, 2023**

Judicial Assistant: Tiffany Wile
E-mail / E-Service Address: WileT@Circuit19.org
St. Lucie County Courthouse
312 Courthouse Addition
218 South Second Street
Fort Pierce, Florida 34950
Courtroom: 3D
Telephone: 772-462-1460



PLEASE REVIEW ALL PROCEDURES PRIOR TO CONTACTING THE JUDGE'S OFFICE. PLEASE NOTE THAT THESE PROCEDURES ARE IN ADDITION TO THE CIVIL PROCEDURES, WHERE APPLICABLE.

The email address for submitting probate and guardianship checklists, petitions/motions, proposed orders, and letters of administration is FilandaC@circuit19.org.

The email address for submitting ALL hearing packets is: WileT@Circuit19.org.

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.

PRO SE/SELF-REPRESENTED PARTIES:

Petitioners and/or Respondents without an attorney are "pro se." All pro se cases are handled by a case manager assigned to your case. Pro se litigants may inquire as to the status of their case only by email at FilandaC@Circuit19.org. Please do not contact the Judge's office for pro se matters.

PROBATE DIVISION PROCEDURES:

Checklists are required for both Opening and Closing Estates. The checklists are posted on Judge Waronicki web page under “forms” on www.circuit.19.org:

1. Opening a Formal Estate;
2. Closing a Formal Estate (Discharge);
3. Summary Administration; and
4. Disposition of Personal Property with Administration

Attorneys must verify completion and correctness of the Checklists by personal signature. No signature stamps are allowed. Once the checklist is complete, the attorney’s office shall submit via email only to FilandaC@circuit19.org:

1. Completed checklist;
2. Proposed Order(s) in word format. All proposed orders must be filled out completely; and
3. A description of the documents being provided, as well as the action you wish to be taken.

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: FilandaC@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 Waronicki’s webpage on 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:** FilandaC@circuit19.org.