

**ST. LUCIE COUNTY
GUARDIANSHIP (GA AND MH) DIVISION AND PROBATE (CP) DIVISION
2023 COURT PROCEDURES
BRETT M. WARONICKI, CIRCUIT JUDGE
EFFECTIVE JANUARY 9, 2023
(Updated April 6, 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** checklists, petitions/motions, proposed orders, and letters of administration for processing is: ProbateSLC@Circuit19.org.

The email address for submitting all **guardianship** matters for processing is: WileT@Circuit19.org.

The email address for submitting ALL **hearing packets and motions/proposed orders directly relating to a hearing** 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 probate 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 ProbateSLC@Circuit19.org. Please do not contact the Judge's office for pro se probate matters.

PROBATE DIVISION PROCEDURES:

Checklists are required for both Opening and Closing Estates. The checklists are posted on Judge Waronicki's webpage under "forms" on www.circuit19.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 and/or pro se party shall submit **via email only** to ProbateSLC@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.

Copies submitted via mail will not be accepted without prior approval. All documents must be emailed to the case manager at ProbateSLC@Circuit19.org.

Original documents (i.e., Death Certificates, etc.) and monies are **not** to be mailed 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.

[This space was intentionally left blank]

GUARDIANSHIP DIVISION PROCEDURES:

- **INCAPACITY PROCEEDINGS:**

You **MUST** submit the following in WORD format via e-mail to: WileT@Circuit19.org within 5 days of filing your petition:

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. Application to Determine Indigency Status
3. Order Appointing Attorney/Elisor; and
4. 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.

In order for the Court to determine who shall be appointed to represent the AIP, an Application to Determine Indigency Status MUST be submitted to the Clerk of Court at the time of filing. A sample can be found on our webpage.

If a hearing date for the Petition to Determine Incapacity has not been set at the time of submitting the documents referenced above, the Court will select a date of his own choosing approximately 28 days out from the date the orders are entered.

If you have a pending Guardianship or Mental Health case the needs to be set for hearing and there is no time available on the online scheduling calendar, please email the Judicial Assistant at WileT@Circuit19.org with the details of your request, including a copy of the petition/motion and the total time needed for hearing.