

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



Judicial Assistant: Jylene Magdaleno
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Indian River County Courthouse
2000 16th Avenue
Vero Beach, FL 32960
Courtroom 8
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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 PROBATE** checklists, petitions/motions, proposed orders, and letters of administration is ProbateIRC@circuit19.org. Please only send follow-up emails to the probate case manager at ProbateIRC@circuit19.org. The Judicial Assistant does not process these submissions.

ALL HEARING PACKETS FOR PROBATE HEARINGS MUST BE SUBMITTED TO IRCJUDGE5@CIRCUIT19.ORG. FAILURE TO PROVIDE THE COURT WITH THE HEARING PACKET TO IRCJUDGE5@CIRCUIT19.ORG BY THE SPECIFIED DATE WILL RESULT IN YOUR HEARING BEING STRICKEN FROM THE COURT'S DOCKET.

DO NOT SUBMIT HARD COPIES OF PROPOSED ORDERS/LETTERS TO THE JUDGE, OR SUBMIT PROPOSED ORDERS/LETTERS THROUGH THE E-PORTAL.

EMERGENCY/URGENT SUBMISSIONS:

The subject line of your email should contain the word "**EMERGENCY**" OR "**URGENT**" for quick processing. To avoid delays, please include additional information in your email concerning the emergency/urgency. (e.g., Closing dates)

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 ProbateIRC@Circuit19.org. Please do not contact the Judge’s office for pro se matters. ***You will be automatically referred to your assigned case manager.***

PROBATE DIVISION PROCEDURES:

Checklists are required for both Opening and Closing Estates. The checklists are posted on Judge Griffin’s 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 ProbateIRC@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.

WHEN A BOND IS REQUIRED: An appropriate bond will be required on all estates with a foreign personal representative regardless of waiver in the Will. Cash bonds may be deposited with the Clerk of Court with the applicable registry fee. Please contact the Clerk of Court, Probate Division for information. The original Surety Bond **must be delivered to the Clerk of Court** after your client has signed the Bond. The Clerk will forward the Bond to Judge Griffin for signature and e-filing. Your copy of Letters will be provided by eservice. Certified copies may be obtained from the Clerk of Court.

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.