



**Nineteenth Judicial Circuit  
In and For Indian River County, Florida  
JUDGE ROBERT B. MEADOWS  
Guidelines and Procedures**

**Probate Division  
Guardianship Division**  
*(Updated: April 28, 2022)*

***PLEASE REVIEW ALL PROCEDURES PRIOR TO CONTACTING THE JUDGE'S OFFICE***

## I. COMMUNICATIONS WITH JUDGE'S OFFICE

Please do not ask the Judicial Assistant or other Court personnel to communicate any message to the Judge. This is prohibited ex-parte communication. The Court's staff is not permitted to relay ex-parte information to the Judge.

### E-MAILS:

We can best respond to all communications to this office via e-mail rather than telephone calls. **Please send all e-mails to Judge Meadows' Judicial Assistant at: [hogyac@circuit19.org](mailto:hogyac@circuit19.org).** E-mails must contain the case name, case number, subject matter and relevant date(s). Please ensure that any and all e-mails are also copied to all opposing counsel (**please be sure to use the attorney actual e-mail address and not the agencies service address**) and/or pro see parties and indicate same in the body of your e-mail to prevent ex-parte communication to the Court. *\* It is not necessary to send multiple e-mails regarding the same subject matter. This creates confusion and takes up valuable time. A response to your e-mail will be forthcoming at our earliest opportunity. Nor is a phone call required to determine whether or not the e-mail has been received by this office.*

### PHONE CALLS:

As referenced above, **e-mail is the most effective method of contact with this office.** If you call and receive a recorded message you may leave a voicemail not more than one (1) for the Judicial Assistant; however, an **e-mail message is preferred ([hogyac@circuit19.org](mailto:hogyac@circuit19.org)).** *\* Please do not call the Judicial Assistant to ask if Orders have been entered, as this information is available online at the Clerk's office website at [clerk.indianriver.org](http://clerk.indianriver.org). **\*PROBATE AND GUARDIANSHIP DIVISION IS COMPLETELY PAPERLESS** – This office issues Orders *via e-filing only*. It is the responsibility of the moving party to provide Orders to any parties without e-mail service addresses. *\*You are required to provide the Judge's office with the Notice of Hearing and Hearing Packet, if any, via e-mail.**

## II. PROBATE DIVISION PROCEDURES

### Submission of Proposed Orders:

Once you have e-filed the supportive pleadings, a copy of the supportive pleadings should be e-mailed to the Judicial Assistant at [hogyac@circuit19.org](mailto:hogyac@circuit19.org); along with the proposed order for processing and Judge's review. the proposed order should be in Word format.

**As it relates to Opening and Closing Estates:**

Checklists are required for both Opening and Closing Estates. The checklists are posted on Judge Meadows' web page under "Forms" on [www.circuit19.org](http://www.circuit19.org).

- 1.) Opening a Formal Estate;
- 2.) Closing a Formal Estate (Discharge);
- 3.) Summary Administration; and
- 4.) Disposition of Personal Property without 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 e-mail only*:

- 1.) Completed checklist;
- 2.) Supportive pleadings;
- 3.) Proposed Order(s) in Word format; and
- 4.) 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.

**III. GUARDIANSHIP DIVISION PROCEDURES**

**INCAPACITY PROCEEDINGS:**

Submit in Word format via e-mail:

- 1.) 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, posed under “Forms” on Judge Meadows’ web page on [www.circuit19.org](http://www.circuit19.org). This Order must be sent within five (5) days after the hearing for incapacity is held. 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:	\$225.00
Lay People:	\$125.00

#### **IV. CONTESTED PROBATE / GUARDIANSHIP / CIVIL**

##### **REQUIREMENTS FOR COURT REPORTERS:**

All evidentiary matters (both trials and hearings) must be recorded by a Court Reporter. It is the moving party’s responsibility to arrange to have a Court Reporter present.

##### **SETTLEMENT OF CASES:**

If your case settles immediately notify the Court’s Judicial Assistant via e-mail including transmittal confirmation to all parties, ATTACHING AN ALREADY E-FILED NOTICE OF SETTLEMENT, DISMISSAL DOCUMENTS AND FINAL DISPOSITION FORM.

##### **HEARING SCHEDULING / UNIFORM MOTION CALENDAR (UMC) / HEARING CANCELLATION / APPEARANCE BY TELEPHONE:**

\* All Motions must be e-filed PRIOR to setting a hearing; however, the mere filing of a Motion is insufficient to set a motion for hearing. The motion must be set for hearing to bring the matter to the Court’s attention. You are required to provide the Judge’s office with the Notice of Hearing and Hearing Packet via e-mail. All hearings must be scheduled by **contacting Judge Meadows’ Judicial Assistant via e-mail**. The e-mails shall include a copy of the Motion already e-filed with the Clerk.

Cancellation of any hearing must be done **1.)** by e-filing a Notice of Cancellation of Hearing in advance of the hearing date; and **2.)** a courtesy copy of your Notice of Cancellation of Hearing to the Judicial Assistant via e-mail, once you have e-filed same.

ZOOM hearings are permitted as long as there is **no testimony or evidence to be presented**. No Motion or Order is necessary. \* All telephone appearances will be conducted via ZOOM. JUDGE MEADOWS ZOOM IS: **PROBATE/GUARDIANSHIP:** <https://zoom.us/j/96652073734> or via phone by calling 1 (786) 635-1003 Meeting ID 966 5207 3734.

**Uniform Motion Calendar Hearings** are for 5 to 10 minute, non-evidentiary Motions only. Uniform Motion Calendar Hearings are limited to ten (10) minutes per case (**not per Motion**). Additional Motions should not be “piggy-backed” by cross-notice unless counsel first confirms with opposing parties and the online calendar, that sufficient additional time is available and can be reserved for same. UMC is heard on a “first come, first serve” basis. After proper notice, failure of any party to appear at the hearing shall not prevent a party from proceeding with the matter when the case is called. If the party noticing the matter for hearing chooses to wait for the absent party, the matter may be passed over until the end of the calendar. IF the Judge runs out of time, any remaining hearings will need to be rescheduled.

Contested summary judgment and evidentiary motions will not be heard at UMC. The types of Motions suitable for hearing on the Uniform Motion Calendar include simple motions, such as motions to strike affirmative defenses, amend pleadings, discovery motions, objection to CMI, etc. UMC is available to pursue a summary final judgment for liquidated damages, including attorney’s fees and costs after a default based upon a proper motion with supporting documentation, unless a party appears to contest it. In that instance, the parties must reset per the online calendar for an evidentiary hearing/trial on such matters. Any Memorandums of Supplemental Articles must be filed no later than seven (7) days prior to the hearing.

**SPECIAL SET HEARINGS:**

For Motion(s) which are not appropriate for UMC Calendar because the Motion(s) require more than the allotted ten (10) minutes for UMC \* All Motions must be e-filed PRIOR to setting a hearing; however, the mere filing of a Motion is insufficient to set a motion for hearing. The motion must be set for hearing to bring the matter to the Court’s attention. You are required to

provide the Judge's office with the Notice of Hearing and Hearing Packet via e-mail. All hearings must be scheduled by **contacting Judge Meadows' Judicial Assistant via e-mail**. The e-mails shall include a copy of the Motion already e-filed with the Clerk.

**COOPERATION OF COUNSEL AND NOTICES OF HEARING:**

Hearings must be cleared with opposing counsel and/or *pro se parties*. Good faith cooperation is expected from counsel, their support staff, and *pro se litigants*. Should counsel, their staff, or *pro se litigants* fail to respond within three (3) business days, or refuse to cooperate in obtaining or in setting a hearing, the difficulty should be set forth either in the Motion or the Notice of Hearing. After three (3) days the requesting party may unilaterally set a hearing. Notice of the hearing must be provided at least five (5) working days prior to the hearing. All motions must comply with the Florida Rules of Civil Procedure, including, but not limited to, a certification that the movant, in good faith, has conferred or attempted to confer with the person or party failing to make discovery in an effort to secure the information without Court action. See Fla.R.Civ.P., rule 1.380(a)(2). All Notices of Hearing shall contain a certification signed by the scheduling attorney in substantially the following form:

I HEREBY CERTIFY that I have personally contacted opposing counsel in an effort to resolve the issue(s); however, the matter cannot be resolved and a hearing is necessary.

Please note that certifications containing language to the effect that an effort will be made to resolve the issue in the future is NOT sufficient. Failure to comply with this requirement may result in cancellation of the hearing by the Court. If it is determined that the certification is not true, other sanctions may be imposed, including a referral to the Florida Bar.

**EMERGENCY HEARINGS:**

If an emergency situation arises, counsel may request that a hearing be set on short notice. The body of the motion must contain a detailed explanation of the circumstances constituting the emergency as well as the substance of the motion. The motion must be e-mailed to the Court before a hearing will be set. The Court will review the motion and if it is determined an emergency exists, the Judicial Assistant will contact counsel to set the hearing. In light

of the short setting, opposing counsel may attend the hearing via ZOOM, **PROBATE/GUARDIANSHIP:** <https://zoom.us/j/96652073734> or via phone by calling 1 (786) 635-1003 Meeting ID 966 5207 3734, if there schedule will not allow them to appear in person.