

**PROBATE / GUARDIANSHIP  
CIRCUIT JUDGE, MEREDITH CHARBULA  
DIVISION PR-A**

**PROCEDURES AS OF MAY 25, 2023**

EX PARTE HEARINGS are suspended until further notice.

**We are starting to accept proposed orders by electronic filing.**

Please refer to our procedures below as the exceptions for admitting wills and orders of discharge will not change at this time. They must still be submitted directly to the Clerk's office in paper form.

You may click on this link for order templates and instructions on how to file your proposed orders: <https://www.jud4.org/Proposed-Orders-EFiling.aspx> (if you have more than one order to submit, one cover letter is sufficient – you do not need to submit cover letter for each order). **Also**, if a hearing was held, please reference the hearing date in your cover letter. **Do not send proposed orders before a hearing.**

Additionally, petitions and/or motions must be filed through the Clerk's office and docketed prior to submitting your proposed orders. Pleadings are filed through the Clerk and proposed orders come directly to the Court (not through the Clerk). The Court will not submit unfiled petitions and/or motions to the Clerk for filing.

ELECTRONIC ORDERS: **Exceptions:**

- **Order Admitting Original Will** along with any simultaneous order(s) such as an Order Appointing Personal Representative; Letters of Administration; or Order of Summary Administration.
  - These should be mailed to the Clerk's office (not to the Judicial Assistant) or via hand delivery. **Please do not email the clerk.**
- **Order of Discharge** – Probate and Guardianship:
  - If the Clerk has not yet approved the case for discharge, the order of discharge should be sent to the Clerk's office via U.S. Mail or hand delivery. **Please do not email the clerk.**

**Please do not submit orders via U.S. Mail to the court.**

URGENT ORDERS: You may still send those via email. The email must include the following information:

**subject line: URGENT:** Case number, case name, and reason for the email (*e.g.*, PENDING SALE; EMERGENCY TEMPORARY GUARDIAN, etc.)

REQUESTS FOR HEARINGS:

- Email works best for hearing requests. The Zoom link will be provided by the Judicial Assistant upon confirmation of a date and time.

PLEASE CHECK THE DOCKET for updates before contacting the Judicial Assistant for a case status.

EMAIL AND VOICEMAIL MESSAGES will be returned in the order received. Your patience is appreciated!

Thank you,  
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