

CLARIFICATION OF PROBATE DIVISION PROCEDURES
(SUBMISSION OF ORDERS)

CMS PROPOSED ORDERS PORTAL:

- Ex Parte matters only (with supporting documents)

CMS AGREED ORDERS PORTAL:

- Orders in which all parties are in agreement

TO JUDICIAL ASSISTANTS:

- All Special Set Hearings for which a hearing has been requested. Must include Access and PIN Numbers.

If an Order is entered in advance of the scheduled hearing, please cancel requested hearing on CMS. If unable to cancel the hearing on CMS, please email the division JA informing them that the Order has been received and requesting the hearing be cancelled.