State of Florida
Ninth Judicial Circuit of Florida
www.ninthcircuit.org

Mike Murphy
Circuit Judge

Thomas S. Kirk Juvenile Justice Center
2000 E Michigan St.
Orlando, FL 32806
COURTROOM 3

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Judicial Assistant
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POLICIES AND PROCEDURES FOR JUDGE MIKE MURPHY
ORANGE COUNTY PROBATE SUBDIVISION 1A
(Probate cases ending in 1, 2, or 3)

In Order to assist Counsel, the Litigants and the Court, the following Policies and Procedures are hereby adopted for Orange County Probate Subdivision 1A, in Orange County, Florida, when practicing before Judge Mike Murphy.

PROBATE SUBDIVISION 1A:

Judge Mike Murphy will handle probate matters in all cases that end with a 1, 2 or 3.

To promote consistency between the Judges handling probate in Orange County, unless otherwise indicated below, this Division will also follow Division 01's procedures, with the exception of "open hearing times". Division 01 procedures are located at https://ninthcircuit.org/sites/default/files/2022-01/Div-1-Policies-2-1-2022.pdf

1. **SCHEDULING HEARINGS:**

EX-PARTE/SHORT MATTERS

(A) **Parties must file a notice of hearing for any ex-parte/short matters hearing. A copy of the notice must be filed with the Clerk's Office and emailed to the Judicial Assistant along with an editable proposed order. If a copy of the notice of hearing is not received by the Judicial Assistant, and viewable in the Clerk's system, the Court may not entertain the motion and if no timely notices are received the short matters docket will be cancelled so the Court can entertain Juvenile Division 8 matters. (Even if there is no other entity entitled to notice, a notice of hearing must still be filed.) Any document or item to be addressed, other than the proposed order, must be filed with the Clerk's Office and viewable in their system prior to the hearing.**

(B) Ex-Parte/Short Matters Hearings will be held on Mondays and Fridays at 8:30 am (unless otherwise indicated in jacs), via Microsoft Teams:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

or

https://tinyurl.com/9rsahjwv

Or

Or call in (audio only)

+1 321-430-3303,,224122124#   United States, Orlando

Phone Conference ID: 224 122 124#

Find a local number | Reset PIN

CONTESTED HEARINGS

Please email the J.A. for hearing times for matters that cannot be noticed for ex-parte/short matters. The email to be used for contacting the Judicial Assistant is 1Aorange@ninthcircuit.org.

Any remote hearing in this division shall be Microsoft teams set forth in 1(B) above. For noticed contested hearings, the notice of hearing must contain a statement indicating whether the proceeding is evidentiary or not. Failure to indicate that the hearing is evidentiary shall mean that the hearing is limited to argument or stipulated documents and argument only.

2.   INTESTATE CASES:

The Petitioner must file a completed Affidavit of Heirs prior to the Court appointing a Personal Representative. Additionally, please be aware of Long v. Willis, 100 So. 3d 4, 8 (Fla. 2d DCA 2011), if your Petitioner is simply the natural guardian and not the guardian of a child's property.

3.   E-MAILS TO THE COURT:

Every email to the Court must contain the case number and name of the deceased in

the subject line. All proposed orders included in the email must be editable and contain the correct case number.

Every email to the court seeking the appointment of a PR or the admission of a will or codicil must also contain proof of compliance with Administrative Order 2021-24. All Petitions seeking appointment of a PR must comply with Rule 5.200 (including Rule 5.200(k)).

*****NO ORIGINALS of ANY document should be submitted to the Judge's chambers. No hard copies of any document should be submitted to the Judge's chambers.

4. <u>CONTACT/QUESTIONS</u>

Please email the Judicial Assistant with any questions regarding these policies and procedures. Email is always the most efficient way to communicate with this office.