

From: [Hough, Jennifer](#)
To: [Benefiel, Matthew](#)
Cc: [Blackwell, Alice L.](#)
Subject: Please update the Probate page and Judge Blackwell's pages to the website with the following
Date: Tuesday, July 26, 2022 10:02:22 AM
Attachments: [CHECKLIST Updated 7-25-22-Checklist for Determining Homestead.doc](#)
[2021-09-04 - Amended Order Governing Mandatory Use of Certification Checklists in Estate Administrations Orange.pdf](#)
[2022-08 - Order Governing Mandatory Filing of Affidavit of Heirs.pdf](#)
[AFFIDAVIT OF HEIRS \(2\).doc](#)
[Notice Regarding Original Will.doc](#)
Importance: High

Hi Matt.

I believe you just received an email from Gwyn providing a new and a revised Admin Order for Probate. Once you have updated her information on the website as requested, please make the following updates to the Probate Court page and Judge Blackwell's page respectively.

Judge Munyon has entered a new Admin Order and amended an existing Admin Order for Probate. Would you please make the following updates to the two pages on the website as specified below? I know there are a lot of them. I am working remotely, please feel free to call me on my cell if you need any clarification. 407-383-2560

Probate Court page:

- Under **Forms** - would you please remove the four checklists that are currently there and replace them with the four that are attached to this email?
 - Please specify –Revised 7-25-22 next to each
 - Please make them .pdf fillable format
- Also under **Forms** – please post the Affidavit of Heirs attached to this email
 - Please make it .pdf fillable format
- Also under **Forms** – please post the Notice Regarding Original Will attached to this email
 - Please make it .pdf fillable
- Please put a new heading below Resources and Forms that says **Administrative Orders**
 - Please list - Administrative Order 2021-09-04 Amended Order Governing Mandatory Use of Certification Checklists in Estate Administrations Orange
 - Please make “Administrative Order 2021-09-04” a hyperlink to the revised Admin Order. The one on there now links to the old version.
 - Please list - Administrative Order 2022-08 Governing Mandatory Filing of Affidavit of Heirs effective July 25, 2022
 - Please make “Administrative Order 2022-08” a hyperlink to the Admin Order.
 - Please list – Administrative Order 2021-24 Governing Mandatory Filing of Notice Regarding Original Will

- Please make “Administrative Order 2021-24” a hyperlink to the Admin Order.

Judge Blackwell’s page:

- At the bottom of the page under Other Information - would you please remove the four checklists that are currently there and replace them with the four that are attached to this email?
 - Please specify –Revised 7-25-22 next to each
 - Please make them .pdf fillable format
- Also, under Other Information, the sentence just below the checklists, please remove what is currently there and update it to say - These Checklists were established per Administrative Order on October 8, 2021. The most current version must be used pursuant to Administrative Order 2021-09-04 updated on July 25, 2022. (please make “Administrative Order 2021-09-04” a hyperlink to the newly revised Admin Order.)
 - Please keep the paragraph that says the following just below this as it should remain under the Checklists bullet. **The applicable form must be filed in the court file as a separate document (not attached to the petition) at the time the petition is filed. Failure to file the fully-completed checklist will result in the court striking the petition/filing.**
- Please add a new bullet point called Affidavit of Heirs – Administrative Order 2022-08 Governing Mandatory Filing of Affidavit of Heirs effective July 25, 2022. (please make “Administrative Order 2022-08” a hyperlink to the Admin Order)
 - Just below this, please post the attached Affidavit of Heirs
 - Please make it in .pdf fillable format
- Please add a new bullet point called Notice Regarding Original Will - Administrative Order 2021-24 Governing Mandatory Filing of Notice Regarding Original Will. (please make “Administrative Order 2021-24” a hyperlink to the Admin Order)
 - Just below this, please post the attached Notice Regarding Original Will attached to this email
 - Please make it in .pdf fillable format

Once all of these updates are made I will need to update our policies and procedures, as I will need to put hyperlinks to these different items in my policies and procedures before I send them to you to update on the two pages.

Thank you so much, Matt!