

**PROBATE / GUARDIANSHIP
CIRCUIT JUDGE, THOMAS M. BEVERLY
DIVISION PR-B**

PROCEDURES AS OF AUGUST 8, 2025

All hearings are held via zoom.

All proposed orders should be filed through the e-portal *except as noted below.*

Proposed orders come directly to the Court. They do not go through the Clerk first. Your pleading must be filed through the Clerk and appear on the docket prior to submission of your order.

The following change has been made:

ORDERS OF DISCHARGE (both probate and guardianship) will no longer be submitted by paper directly to the Clerk. Upon completion of the Clerk's audit, the Clerk will send a notification to the attorney of record. At that time, you may submit your proposed order of discharge through the portal.

ELECTRONIC ORDERS Exception:

- *Order Admitting Original Will along with any accompanying order(s) such as an Order Appointing Personal Representative, Letters of Administration, or Order of Summary Administration.*
- These should be formatted for a wet signature (*no codes*) and mailed or hand delivered directly to the Clerk (not filed through the portal). **Please do not email the clerk.**

URGENT ORDERS: You may send those via email to the Judicial Assistant. 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 case status.

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

Thank you,
Thomas M. Beverly, Circuit Judge
Priscilla Watts, Judicial Assistant
Probate Division PR-B
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