

**Honorable Lisa S. Porter
Circuit Court Judge
Charlotte County Justice Center
350 E. Marion Avenue
Punta Gorda, FL 33950
941-637-2186**

PROBATE MATTERS

Probate Checklists can be found under Judge Porter's downloads. The Court requires a completed Probate Checklist prior to considering proposed dispositive orders only. Please be sure the Checklist is filed *and* viewable on the Clerk's website before submitting a proposed order to the Judge for signature.

If a hearing is needed, all probate matters are referred to Magistrate Koch's office. To do so, contact the Magistrate's office at 941-637-2213 for an Order of Referral to General Magistrate and to obtain hearing time from the Magistrate's Assistant.

All proposed orders should be uploaded in Word format via the Florida Courts E-Filing Portal at www.MyFLCourtAccess.com.

CRIMINAL MATTERS

All continuance Motions/Stipulations are to be e-filed and a proposed order submitted to the Court no later than three (3) business days prior to the hearing.

All hearings must be scheduled through the Judicial Assistant, Lisa. E-mail is the preferred method of contact: LSHarder@ca.cjis20.org, or you may call the office at 941-637-2186.

When e-mailing, be sure to copy opposing Counsel. Please include the case number, Defendant's name, Motion or Petition to be heard, and amount of time you are requesting for the hearing. Motions and/or Petitions must be filed *and* viewable on the Clerk's website before requesting hearing time.

Counsel must coordinate hearing time with all interested parties before confirming a date, especially if the hearing is evidentiary in nature and requires testimony and scheduling of witnesses.

Any hearing more than one (1) hour in duration requires the Court's review and approval.

A Notice of Hearing should be e-filed via the Florida Courts E-Filing Portal at www.MyFLCourtAccess.com.

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Please do not send courtesy copies of any documents.