

# Clerk Presentation

---

## Probate Procedures for Guardianship

Douglas Morris  
East Chicago Division Manager



# Guardianships

---

case types

GU – Guardianship

GM- Guardian Miscellaneous

# Guardianship Petition

---

When filing petitions, do not file another document under that petition. File under the same envelope, but on a separate line.

- If you file them under petition and any of them are marked as
- “confidential”, the entire envelope will be marked as such “confidential”. Which **CAUSES** a problem as others will not be able to access.
  
- Confidential can be mark either by the Attorney or Clerk if missed.



# Coding and Documents

---

- Make sure when you code any documents. (with the limited number of codes that Attorneys have), be sure to describe the document into filing description so that the Deputy Clerk recognizes and properly code each correctly.
- Be sure to file “Guardianship Registry Information Sheet” on separate line. It is confidential.

# Filing Information

---

## Correct filing details

- Filing Code \*

Proposed Order filed

Filing Description\*

Order From Hearing Held 11-30-2022

## Incorrect filing details

- Filing Code\*

Witness and/or Exhibit Listed Filed

Filing Description\*

Proposed Exhibits

# Court Re Occurring Probate Issues

## Odyssey

### Document Descriptions

Attorneys when entering description of the documents such as exhibits.

And in the description its enter as Proposed it present a problem.

1. Documents aren't able to be view by others.
2. Documents are greyed out
3. Court has to then receive a call to either refile to docket or filp document.
4. The Court only files Orders back on docket.

# Probate Letters

---

Letters Testamentary and Letters of Administration  
The Proposed Orders will generate Letters once the Court Order is signed by the Judge.

In Closing  
make sure exhibits are not filed under proposed  
and are file under same envelope number  
separate line.



# THANK YOU!

---

Lake Superior Court (45D02)

Civil Room Two

Phone

219-398-2442

Email [morridx@lakecountyin.org](mailto:morridx@lakecountyin.org)

East Chicago IN 46312

Judge Calvin D. Hawkins