

**RHODE ISLAND FAMILY COURT
ADMINISTRATIVE ORDER NO. 2003-03**

**RE: SUMMONS PROCEDURE FOR WAYWARD/DELINQUENT
PETITIONS IN THE RHODE ISLAND FAMILY COURT**

Commencing April 1, 2003, all wayward/delinquent petitions are to be summonsed for arraignment within thirty days of the filing of said petition and/or thirty days from initial intake action. In addition, the following procedure shall be in effect:

Summonses for all wayward and delinquent petitions will be issued by the Juvenile Clerks Office. Summonses will be issued for the juvenile and his or her parent(s)/guardian(s), or others having custody. Notices of the hearing will be issued to the petitioner, Attorney Generals Office, Juvenile Probation, and DCYF, as appropriate.

All names and addresses for summonses will be taken from the information provided on Family Court petitions as submitted by the petitioners. Copies of the Family Court petition will be affixed to the summons for service of process.

Thereafter, all summonses for service will be placed into envelopes for the petitioning agencies. **It will be the responsibility of each prosecution officer or his/her designee to pick up summonses in a timely manner.** Summonses will be located at the Family Court Juvenile Clerks office located in Providence and the Family Court Clerks Office in the outlying counties on their assigned juvenile arraignment days.

Each petition will be scheduled for arraignment fourteen (14) days after the summons has been issued by the Family Court.

The prosecution officers for all law enforcement and school departments are to present proof of service to the courtroom clerk upon calling the case for arraignment. It will be responsibility of the prosecution officer to return all undelivered summonses to the clerk along with a detailed reason as to why the summons was not served (i.e. incorrect address, moved, left area etc)

If the juvenile has a scheduled court appearance or an active wayward/delinquent petition (for which an appearance is required) within fourteen days of the filing of a new wayward/delinquent petition, a summons for the new petition will be issued for the same date and placed in the juvenile's file to be served in open court by the courtroom clerk. If a juvenile and/or his or her guardian does not appear for the scheduled court appearance, a capias will be issued by the court.

3-26-03
Date

Jeremiah S. Jeremiah, Jr.
Chief Judge