

Administrative Order 2012-1
Removal of Exhibits in Contested Domestic Relations Cases
(Amends Administrative Orders 1996-12 and 2006-08)

Thirty (30) days after a Final Judgment or Final Order regarding a contested Domestic Relations matter has been approved by the Chief Judge, Associate Justice, General Magistrate or Magistrate, exhibits may be removed by the parties, either by motion or agreed stipulation, if no appeal has been taken. Thirty days after an appeal, if taken, has been finally decided, exhibits may be removed, either by motion or agreed stipulation. Exhibits in such cases may be destroyed .

At the discretion of the Clerk, after notice to the parties, exhibits which are not removed after final disposition of a case, may be destroyed ninety (90) days after the filing of the final order or judgment. **Evidence which is a required document that is filed as part of a pleading in the matter shall not be destroyed and shall remain in the court file.**

Motion to Withdraw Exhibits. If the attorney or self-represented litigant who offered the exhibits files a Motion to Withdraw Exhibits, she or he shall specifically identify those exhibits to be withdrawn. After a hearing, the moving party shall prepare an order that identifies the exhibits to be withdrawn.

Agreed Stipulation. Upon judicial review of an Agreed Stipulation, the identified exhibits shall be removed from the file and returned to the attorney or litigant who offered the exhibits.

Record of Withdrawn Exhibits. The Clerk shall prepare and enter the Record of Withdrawn Exhibits form into the file.

Attached Forms:

1. Motion to Withdraw Exhibits
2. Stipulation – Withdrawal of Exhibits in Contested Domestic Relations Cases
3. Record of Withdrawn Exhibits
4. Notice to Withdraw Exhibits

This Order is effective as of June 4, 2012.

Haiganush R. Bedrosian, Chief Judge

5-9-12
Date



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
FAMILY COURT

County	Civil Action File Number
Plaintiff/Petitioner	Defendant/Respondent

STIPULATION

WITHDRAWAL OF EXHIBITS
IN CONTESTED DOMESTIC RELATIONS CASES

By agreement of the parties, the following exhibits in the above matter may be returned to _____ on the _____ day of _____, 2____.
Person who entered the exhibits

1.
2.
3.
4.
5.

(A continuation page may be attached if necessary.)

Any Exhibit that is a required document filed as part of the pleadings shall not be removed from the file.

Attorney Bar Number

Print Name

Plaintiff/Petitioner

Print Name

APPROVED:

Chief Judge/Associate Justice
General Magistrate/Magistrate

Attorney Bar Number

Print Name

Defendant/Respondent

Print Name

ENTERED:

Clerk



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
FAMILY COURT

County	Civil Action File Number
Plaintiff/Petitioner	Defendant/Respondent

RECORD OF WITHDRAWN EXHIBITS

On the ____ day of _____, 2____, the following exhibits were withdrawn by

NAME

1.
2.
3.
4.
5.
6.
7.
8.

A continuation page may be attached if necessary

Clerk

Date



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
FAMILY COURT

County	Civil Action Number
Plaintiff/Petitioner	Defendant/Respondent

NOTICE TO WITHDRAW EXHIBITS

To:

Plaintiff Attorney	Address
Plaintiff/Petitioner	
Defendant Attorney	Address
Defendant/Respondent	

Pursuant to Administrative Order 2012-1, "Removal of Exhibits in Contested Domestic Relations Cases", this is your notice to remove exhibits.

Please respond in writing to _____ by _____ if you
Clerk Date
 will file a Motion to Withdraw Exhibits. If I do not hear from you by _____
Date
 then the exhibits may be destroyed at the discretion of the Family Court Clerk's Office.

Certification

I certify that I sent a copy of this Notice to Withdraw Exhibits to

 Plaintiff/Petitioner OR _____
 Attorney for Plaintiff/Petitioner and

 Street Address or Email Address _____
 Street Address or Email Address

 Defendant/Respondent OR _____
 Attorney for Defendant/Respondent

 Street Address or Email Address _____
 Street Address or Email Address

on the _____ day of _____ 2 _____.

 Clerk

Attachments:

- Copy of Motion to Withdraw Exhibits
- Stipulation -- Withdrawal of Exhibits in Contested Relations Cases