



**Michigan Supreme Court**  
State Court Administrative Office  
**Trial Court Services Division**  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, Michigan 48909  
Phone (517) 373-4835

February 3, 2003

Hon. Paul H. Chamberlain  
Trial Court Chief Judge  
21st Circuit Court  
Isabella County Courthouse  
300 N. Main St.  
Mt. Pleasant MI 48858

Re: Administrative Order 2003-01  
Cases Involving Children Absent From Court Ordered  
Placement Without Legal Permission

Dear Judge Chamberlain:

This is to advise that we have reviewed the above referenced administrative order and find that it conforms with the requirements of MCR 8.112(B). This order is being accepted and filed until advised by your court of any change.

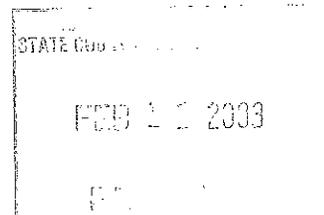
Sincerely,

A handwritten signature in cursive script that reads "Nial Raen".

Nial Raen  
Director, Trial Court Services

NR/dmm

cc: J. Bruce Kilmer, Region 3  
Mr. Lance Dexter



STATE OF MICHIGAN



ISABELLA COUNTY TRIAL COURT

300 NORTH MAIN STREET

MT. PLEASANT, MICHIGAN 48858

TEL. (517) 772-0911 FAX (517) 779-8022



HON. WILLIAM T. ERVIN  
PRESIDING JUDGE

HON. PAUL H. CHAMBERLAIN  
CHIEF JUDGE

HON. WILLIAM R. RUSH  
PRESIDING JUDGE

LANCE DEXTER  
COURT ADMINISTRATOR

**ADMINISTRATIVE ORDER 2003-1**

**Children Absent From Court-Ordered Placements without Legal Permission**

**IT IS ORDERED:**

The purpose of this administrative order is to establish a process for court review of cases involving children who are absent from court-ordered placements without legal permission (AWOLP). This local administrative order is in response to Supreme Court Administrative Order 2002-4.

1. The Judge responsible for ensuring compliance with this plan is Judge William T. Ervin, Presiding Family Division Judge.
2. The caseworker (Probation Officer or FIA Caseworker) shall notify the Presiding Judge and the Juvenile Referee as soon as possible, but not more than 24 hours after notification from the caregiver that a child is absent from court ordered placement without legal permission.
3. As soon as possible, but not more than one (1) business day after receipt of notification, the Court shall issue an Order to Take into Temporary Custody (JC 05). The Order shall be forwarded as soon as possible to the appropriate law enforcement agency for entry into LEIN, with a photograph of the child, if available.
4. The Court shall provide the FIA Foster Care Worker with any available information, including information provided by law enforcement agencies, that may lead to the location of the child.
5. Within 7 business days of notification, the Court shall send a copy of the Order to Take into Temporary Custody (JC05) to all local law enforcement agencies.
6. The Court shall send an updated list of outstanding pick up orders to the local law enforcement agencies not less than every 30 days.
7. Within 14 days of notification, the case shall be scheduled for an initial status conference. Participants in the status conference shall include, but not be limited to: the Presiding Judge and/or the Juvenile Referee, and the:

- a. Probation Officer OR
  - b. the FIA Foster Care Supervisor and/or the FIA foster care worker.
8. At the initial status conference and subsequent status conferences, the participants shall review results of the diligent search efforts made by the caseworker (Probation Officer or FIA Caseworker) to locate the child.
  9. A status conference or review hearing shall be scheduled at least every 30 days after the initial status conference. The Probation Officer or the FIA Caseworker shall submit to the Presiding Judge a written summary of diligent efforts to locate the child at each status conference or review hearing.
  10. In the event the child is less than 15 years old, and it is suspected that the child has been abducted, status review conferences shall occur every 15 days.
  11. For children ages 16 and over in FIA placements, after the initial status conference, subsequent status conferences may be by telephone review of documented diligent efforts by the FIA worker.
  12. The Probation Officer or FIA caseworker shall notify the Presiding Judge in writing when the child is located, and shall include information regarding the child's current placement.

**Effective date: February 1, 2003**



Honorable Paul H. Chamberlain  
Chief Judge