

JUVENILE RULES

RULE JV 1. Assignment of Juvenile Cases

JDL and JD cases shall be assigned randomly and equally among all judges in the Juvenile Division. JT and JS cases shall be assigned randomly and equally to the Special Judges in the Juvenile Division. The Chief Judge may make special assignments when necessary for good cause shown.

RULE JV 2. Referrals from Family Division

Before referring a case from the Family Division to the Juvenile Division pursuant to 10 O.S. § 7002-1.2, the referring Judge shall notify the Chief Judge of the Juvenile Division. The case will be set for review in the Juvenile Division, and the Juvenile Judge hearing the case shall report the results of the investigation to the original Family Division Judge.

RULE JV 3. Confidentiality in Juvenile Cases

1. News media and judges should work together with confidence in and respect for each other;
2. News media are welcome to attend Juvenile Court sessions but should not disclose names or identifying data of participants unless authorized by the court;
3. Names may be used if alleged juvenile offenders are remanded for criminal prosecution in an adult criminal court;
4. Responsibility for developing public interest and understanding of the child, the community, and the Court must be shared by the Judge and the news media;
5. Official records may be inspected only with the assigned Judge's consent unless prohibited by statute;
6. Confidential reports are not open to inspection except at the express order of the assigned Judge;
7. The assigned Judge, in the exercise of discretion, may release the name or other identifying information of a juvenile offender;
8. Statutory and ethical rules concerning the release of information in juvenile proceedings should be followed [10 O.S. §§ 7005-1.1 et seq.];
9. If an alleged act of delinquency is publicized, the news media may be informed of the final disposition of the case;

10. News media should bear in mind that a juvenile matter may ultimately be handled as a criminal case;

11. News media should recognize its responsibility to report events in a general manner without disclosing names or addresses where some matters are of sufficient public interest and could serve as a deterrent to others. [Okla. Publ. Co. v. District Court, 555 P.2d 1286 (Okla. 1976).]

PROBATE RULES

RULE PR 1. Section 83 Trusts for Minor Children

All Applications and Orders for disbursements and termination of trusts established for minor children pursuant to 12 O.S. § 83 shall be submitted to the Probate Judge or designated Judge for approval.

RULE PR 2. Accountings and Reports

A. Annual Reports and Plans

Before filing an annual report in a guardianship or conservatorship, the guardian or conservator shall submit the report to the Court for approval along with any required accounting and plans. The Court will review the annual report and if it appears proper on its face, the Court will enter an order approving the report on a temporary basis without a hearing. The Guardian or Conservator will then file the annual report and the order approving the annual report.

B. Notice of Filing Annual Report

On the date of filing an annual report, the guardian or conservator shall mail a copy of the report and notice of right to object to the persons entitled to notice and provide proof of such mailing by the contemporaneous filing of an affidavit of mailing with a copy of the notice attached.

C. Objections to Report Set for Hearing

If the annual report does not appear proper on its face or if a timely objection is filed, the report shall be set for hearing with notice given by the Court. If the annual report appears proper on its face and no timely objection is filed, the order approving will, according to its terms, become final on the 16th day after the filing of the annual report.

D. Failure to File Annual Report - Cause for Removal

The failure of a guardian or conservator to file a timely annual report may constitute grounds for suspension and revocation of Letters of Guardianship/Conservatorship resulting in the removal of the Guardian/Conservator.

If any Guardian/Conservator fails to file an annual report within fifteen (15) days of the required filing date, the Court shall cite the Guardian/Conservator to appear to show cause why he or she should not be removed and a successor appointed. The Court shall mail notice of this hearing at least ten (10) days before the hearing to the Guardian/Conservator, to the Guardian's/Conservator's attorney,

to the ward, and to those persons entitled to notice of a request for the appointment of a Guardian/Conservator.

E. Final Accountings

Final Accountings in all Probate, Guardianship and Conservatorship matters shall be heard by the Probate Judge after being set for hearing and proper statutory notice being given. If no one appears on a final account, the Court may strike the hearing and require new notice to be given.

RULE PR 3. Mandatory Filing of Pleadings

1. No final accounts or determination of death actions will be set for hearing until the tax releases are filed unless otherwise allowed by the Court. In those cases where all the property, both real and personal, passes to the surviving spouse, no tax release will be required.

2. All pleadings including, but not limited to, inventories, affidavits of mailing with attached notice, affidavits or proofs of publication, tax releases, waivers, and consents must be in the court file, or the attorney must present file-stamped copies, before the Court will hear any evidence at any hearing, whether contested or not.

3. No guardianship/conservatorship annual report will be accepted for filing unless there is contemporaneously filed an affidavit of mailing with a copy of the notice of right to file an objection attached.

RULE PR 4. Inspection - Confidentiality of Records

An Order to Present Record shall be obtained (upon showing of good cause) from a Judge of the Probate Court before the Court Clerk may allow any person to review the file or have copies of any pleading or document in matters pertaining to:

- Adoptions (10 O.S. § 60.17)
- Guardianships & Conservatorships (30 O.S. § 1-122)
- Mental Health Records
- Last Wills and Testaments in Safe Keeping
- Artificial Insemination
- Protective Services for the Elderly (43A O.S. § 10-110)

RULE PR 5. Uncontested and Contested Adoption Matters

All adoption matters are assigned to the Probate Judge.

A. The Judge shall have a Court Reporter present to make a record and transcribe all adoption consents and relinquishments of parental rights pursuant to the Oklahoma Adoption Code as amended November 1997.

The Court will not take any consents unless an attorney for the adoptive parties is present to ask the appropriate questions for the record and to make arrangements to pay the Court Reporter for the preparation of a transcript to be filed in the case as required.

B. All contested matters which may result in a Final Decree of Adoption shall be heard by the Probate Judge after special setting. Contested Adoptions, AWOCs, and Terminations of Parental Rights shall be set for hearing on a date certain upon proper statutory notice being given.

RULE PR 6. Legal Counsel for Minor Children

Independent legal counsel or an attorney of the County Indigent Defender's Office shall be appointed for every child in a contested guardianship, contested or default adoption, or termination of parental rights matter.

INDEX

GENERAL RULES

<u>Topic</u>	<u>Rule</u>	<u>Page</u>
Bankruptcy, notice	15	11
Courtroom, attire	10	9
closing	12	10
conduct	9	8
use of	8	8
Divisions, Dockets and Assignments	2	1, 2, 3
Exhibits, removal	14	11
size	14	11
Files, removal	13	10
Habeas Corpus, civil	3	5
criminal	3	4
family	3	4
juvenile	3	5
Judge, Acting Presiding	5	7
Chief	6	7
Presiding	4, 5	6, 7
Presiding Judge-Elect	5	7
Jury, terms	7	7
Law Library, rules	16	11
Photographing, Recording, Broadcasting, Televising Judicial Proceedings	11	9
Process Servers	17	11
Rules, adoption and repeal	1	1

CIVIL RULES

Assignment, case	CV 1	14
refilings	CV 1, CV 8	14, 18
Special Judge	CV 7	16
Briefing	CV 18	20
Conferences, settlement	CV 16	20
Consolidation	CV 3	15
Costs, foreclosure actions	CV 33	24
Counsel, withdrawal	CV 27	23
Cover Sheets	CV 8	18
Depositions, videotaped, trial	CV 26	22
Discovery, disputed motions	CV 21	21
not to be filed	CV 20	21
protective orders	CV 22	22
responses	CV 19	21
Dismissal, lack of service	CV 12	19

<u>Topic</u>	<u>Rule</u>	<u>Page</u>
Emergency Orders	CV 4	15
Exhibits, trial	CV 23	22
Extensions of Time	CV 14	19
Fees, jury and court reporter	CV 24	22
Filing by Mail	CV 10	18
Forcible Entry and Detainer	CV 6	16
Interest, court-deposited funds	CV 32	24
Minors, judgments for	CV 28	23
Motions	CV 17	20
Number, Bar Association	CV 8	18
Orders, final	CV 30	24
journal entries and decrees	CV 29	23
pretrial	CV 25	22
special instructions	CV 31	24
Pleadings, frivolous	CV 13	19
Requests, amend, supplement or file out-of-time	CV 15	20
Service, pleadings or process	CV 11	18
Settlement Conferences	CV 16	20
Transfers, reassignments	CV 2, CV 5	14, 16
to and from Tulsa County	CV 9	18
Writs of assistance	CV 34	25

FAMILY RULES

Application, civil rules	DR 11	29
Assignment, case - general	DR 1	27
case - miscellaneous	DR 2	27
transfers	DR 2	27
Children, cope with divorce	DR 9	29
Decrees and Judgments, agreed or default	DR 4	28
Discovery	DR 5	28
Orders, pre-decree	DR 3	27
pretrial	DR 6	28
Parental Rights, termination	DR 10	29
Post-Decree Proceedings	DR 8	29
Trial Settings	DR 7	29

CRIMINAL RULES

Acceleration and Revocation	CR 15	38
Appeal from Magistrate	CR 7	34
Arraignment, initial	CR 2	32
court dates	CR 1(B)	30
trial	CR 8	34
Assignment, felony	CR 3	32
reassignment	CR 5	33
Consolidation, felony cases	CR 4	32

<u>Topic</u>	<u>Rule</u>	<u>Page</u>
Counsel, failure to retain	CR 10.5	36
indigent defender - report	CR 17	40
private - entry of appearance	CR 12	37
reassignment - conflict of interest	CR 10	34
withdrawal	CR 11	37
Orders, expunge	CR 16	39
felony - presentation	CR 9	34
release - bond index	CR 1(A)	30
court dates - initial arraignment	CR 1(B)	30
failure to appear or pay	CR 1(D)	31
pretrial release program	CR 1(C)	31
Preliminary Hearings	CR 6	33
Witnesses, expert - compensation	CR 13	37
Writs, ad prosequendam and ad testificandum	CR 14	38

TRAFFIC RULES

Appeals, driver's license	TR 2	42
Dockets	TR 1	41

JUVENILE RULES

Assignment, case	JV 1	43
Confidentiality	JV 3	43
Referrals, family division	JV 2	43

PROBATE RULES

Accountings and Reports	PR 2	45
Adoptions	PR 5	46
Counsel, adoptions	PR 5	46
minor children	PR 6	47
Pleadings, mandatory filing	PR 3	46
Records, confidentiality and inspection	PR 4	46
Trusts for minor children, Section 83	PR 1	45