

SOUTH KINGSTOWN PROBATE COURT
RULES OF PRACTICE AND PROCEDURE

1. The Court will normally convene at 2:00 p.m. on the third Thursday of each month, unless that day is a legal holiday. The Court reserves the right to meet on a different day as necessary.
2. Counsel are not required to sign the docket. The order of hearing of matters will customarily be as follows:
 - a. Petitions for change of name.
 - b. Petitions for Probate of Will; petitions for Administration; petitions for admission of Foreign Will.
 - c. Guardianships (temporary and permanent); conservatorships; custodianships.
 - d. Miscellaneous petitions, including petitions for adoption of persons 18 years of age or older.
 - e. Probate accounts.
 - f. Contested matters.

Within the foregoing groups, matters will be docketed and heard alphabetically, or at the discretion of the Court.

3. Affidavits of Completed Administration will not appear on the Court docket, but will be handled administratively within the clerk's office.
4. Counsel shall file all supporting vouchers or Certifications of Accounting at the time of filing accounts.
5. No matter will be heard unless and until all fees currently due have been paid. Checks should be made payable to the "Town of South Kingstown."
6. Matters which must be advertised should be filed and the requisite fees paid not later than Monday of the week that publication is to occur. Publication will be in the *South County Independent*, three times prior to the hearing.

7. All matters on waiver shall be filed at least 24 hours prior to the hearing date.
8. Special sessions may be scheduled at the discretion of the Probate Judge.
9. Pursuant to R.I.G.L. §8-9-7, at the request of any party or of the Probate Judge, any Probate Court proceeding will be tape-recorded by the Probate Clerk. Such recording will be kept on file for one year, and will be made available for transcription at the request and expense of the requesting party.
10. Pursuant to section 4634 of the Charter of the Town of South Kingstown, whenever the Probate Judge is absent or unable to perform his/her duties, or there is a vacancy in such office, such duties shall be temporarily performed by the Town Solicitor or, in the absence of the Town Solicitor, by the Probate Clerk.
11. The Probate Clerk and staff of the Town of South Kingstown are not authorized to practice law or give legal advice in any probate proceedings. All parties interested in Probate procedure are directed to RIGL §33-1-1 et. seq., and probate forms are available online at the Secretary of State's website.