

STATE OF MINNESOTA

IN DISTRICT COURT

EIGHTH JUDICIAL DISTRICT

ADMINISTRATIVE POLICY 6

CHIPS AND TERMINATION OF PARENTAL RIGHTS PETITIONS

The judges of the Eighth Judicial District met on March 4, 2005 and discussed the practice of attaching correspondence or non-affidavit reports with an affidavit certification to petitions in CHIPS and Termination of Parental Rights matters. Following discussion, the following was adopted as an administrative policy of the Eighth Judicial District.

Eighth Judicial District court administrators will not accept CHIPS and Termination of Parental Rights petitions that incorporate external non-affidavit reports to form a factual basis for the petition.

Dated: March 4, 2005

Steven E. Drange
Chief Judge
Eighth Judicial District

Maintenance of Court Duress Alarms

Court duress alarms have been installed in courthouses throughout the Eighth Judicial District. These alarms should be inspected and tested on a monthly basis. Obviously, the impact of a duress alarm that is not functioning could be drastic whether an incident occurs in the courtroom, chambers or court administration offices. Most court personnel are very reluctant to initiate an alarm and so the incidents are serious when the alarm is used.

The following steps should be taken in all counties of the Eighth Judicial District:

- Each county law enforcement agency and court administration office should take an inventory of the duress alarms that are installed in the county courthouse.
- A monthly inspection form should be developed for use in conducting the monthly inspection.
- The county sheriff or other entity responsible for court security should set a monthly date for the inspection of duress alarms.
- On the specified date, the law enforcement agency should test each duress alarm installed in the county courthouse and a monthly form should be completed and filed with the court and the law enforcement agency as to the results of the monthly inspection.
- If a duress alarm fails to operate, the problem should be identified and fixed immediately.

