

STATE OF MICHIGAN  
TENTH JUDICIAL CIRCUIT COURT FOR SAGINAW COUNTY

ADMINISTRATIVE ORDER  
No. 2003 -01

Reviewing Cases  
of  
Children Absent Without Legal Permission

**IT IS ORDERED:**

Pursuant to Michigan Supreme Court Administrative Order 2002-04, and in order to establish a plan for review of cases involving children who are absent from court-ordered placements without legal permission, and protect wards of the 10th Circuit Court- Family Division.

1. Hon. Faye M. Harrison, presiding judge of the family division, is responsible for supervision of the plan and on-going efforts to locate children absent without legal permission (AWOLP).
2. Cases of children absent without legal permission will receive priority from the family division, particularly for those children under 16 years of age and for children who may have been abducted. The Court and Saginaw County Family Independence Agency have conducted an initial inventory regarding children from Saginaw County who are AWOLP and will continue to monitor and update the status of any wards deemed to be AWOLP.
3. Judge Harrison's clerk will maintain the list of any children from Saginaw County who are identified as AWOLP and will keep Judge Harrison advised of information concerning those children on a weekly basis, whether that information is received from the Family Independence Agency, law enforcement, the Supreme Court Administrative Office, or other source.
4. The Saginaw County Family Independence Agency will notify the judge's clerk of any child who is absent without legal permission by filing the "Unauthorized Leave Report to the Court/Law Enforcement" (FIA 3198A) or similar document with the clerk within 24 hours/ 1 business day after the child is identified as AWOLP; and by any other method of notification agreed upon between the Court and the Director of the Saginaw County FIA office. It is anticipated that this will involve electronic as well as hard copy notice by the supervisors specifically designated by FIA to perform this function.
5. The court will issue an Order to Take/Place into Temporary Custody when the court is notified that a Saginaw County child is absent without legal permission .

6. The court will schedule a hearing or a case status conference to ascertain steps that may be taken to locate and appropriately place the child. At the hearing or case status conference, the court will:

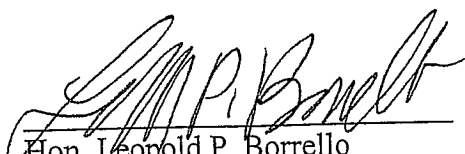
- A. determine persons of interest who may have information to aid in locating the missing child,
- B. make decisions regarding actions to be taken to locate the missing child,
- C. determine the appropriate actions to be taken when the missing child has been located.

7. A status conference will be scheduled within seven days of notification to the Court that a child is AWOLP. Hearings will be scheduled as needed, insuring at least seven days notice to interested persons. Judge Harrison's clerk will provide the judge weekly with the available information for each Saginaw County child listed as AWOLP. Should the judge be unavailable for any reason, information will be provided to the senior family division referee for action consistent with this administrative order.


8. In its discretion, the Court may use informal measures to locate, communicate with and ensure proper placement of an AWOLP child, and in all cases, the Court will utilize all statutory and court rule authority to locate and expedite return of the AWOLP child to proper placement. The Court will offer assistance consistent with this plan to the Saginaw County and Michigan Family Independence Agencies in locating AWOLP children even if the child involved is not a current ward of the 10th Circuit Court Family Division so long as this does not duplicate efforts of another court within this state.

9. Because of the high priority accorded to these cases, Judge Harrison will personally monitor and report on the status of children absent without legal permission. Reports will be updated as circumstances indicate and will be provided to the State Court Administrative Office and the Chief Circuit Judge.

10. No special problems have been identified to delay implementation of this order. Judge Harrison will confer regularly with the director of the Saginaw County Family Independence Agency to identify and remedy systemic problems as they arise. Any special problems that may appear in a particular case will be dealt with through the status conference and hearing process.

  
\_\_\_\_\_  
Hon. Leopold P. Borrello  
Chief Circuit Judge

1-9-03  
Date

  
\_\_\_\_\_  
Hon. Faye M. Harrison  
Presiding Judge, Family Division

1-9-03  
Date

Saginaw Family Independence Agency  
**COVER SHEET FOR AWOLP NOTIFICATION TO COURT**

Youth Missing: \_\_\_\_\_ Age of Youth \_\_\_\_\_ Date Missing: \_\_\_\_\_  
If a sibling group is absent from placement put their names here  
 Youth Missing: \_\_\_\_\_ Age of Youth \_\_\_\_\_ Date Missing: \_\_\_\_\_  
 Youth Missing: \_\_\_\_\_ Age of Youth \_\_\_\_\_ Date Missing: \_\_\_\_\_  
 Youth Missing: \_\_\_\_\_ Age of Youth \_\_\_\_\_ Date Missing: \_\_\_\_\_  
 Youth Missing: \_\_\_\_\_ Age of Youth \_\_\_\_\_ Date Missing: \_\_\_\_\_

Case Worker: \_\_\_\_\_ Phone # \_\_\_\_\_

Steps Taken By Worker

[NOTE: the steps indicated below are not all the required steps regarding a youth who is AWOLP. This is only the initial requirements necessary for timely informing the court of the missing child(ren)]

- SWSS FAJ information changed/updated and Living Arrangement coded 20
- FIA-3198A Completed and
  - Attached to this form for sending to the court
  - Given to the police on: \_\_\_\_\_
  - Distributed to Longino C. Gonzales, Director, Randy Barst and Roger Soule
- Official Missing Person Report (UD-E3) completed and given to police on: \_\_\_\_\_
- FIA-3198A and this cover sheet given to Toni Prabucki, FC Supervisor, on \_\_\_\_\_

FC Supervisor Responsibility

- Information on AWOLP Emailed to Judge Harrison; Dave Cable, and Mona Lamping
- FIA-3198A and cover sheet sent to court on \_\_\_\_\_

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

10<sup>th</sup> Circuit Court – Family Division

- Packet received from FIA and was complete. Cover Sheet returned to FIA Supervisor
- Packet received from FIA, but was incomplete. Supervisor called for missing information.

\_\_\_\_\_  
 Court Clerk's Signature

\_\_\_\_\_  
 Date

Saginaw FIA Supervisor Response on AWOLP youth

- Youth found. FIA-3198 B attached and sent to court on \_\_\_\_\_
- Youth still missing. Court hearing will be requested.
- Youth still missing. Court hearing is not considered necessary.



# Tenth Judicial Circuit of Michigan

## FAMILY DIVISION

Saginaw County Juvenile Center  
3360 Hospital Road  
Saginaw, Michigan 48603-9699  
(989) 799-2821  
FAX (989) 799-2171

January 10, 2003

John D. Ferry, Jr.  
State Court Administrator  
State Court Administrative Office  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, MI 48909

Re: Tenth Judicial Circuit Court Proposed LAO 2003-01  
Plan for Review of Cases Involving AWOLP Youth

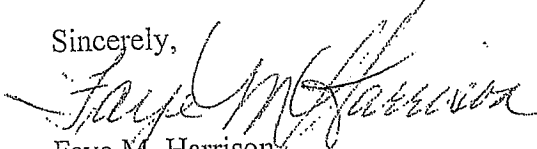
Dear Mr. Ferry:

Pursuant to Supreme Court Administrative Order 2002-4 and SCAO Administrative Memorandum 2002-12, the Tenth Judicial Circuit submits its proposed Local Administrative Order 2003-1 to cover review of cases that involve youth absent without legal permission.

The Saginaw County Family Independence Agency has been extremely cooperative with this court in creation of our plan. I have enclosed a checklist the Saginaw FIA developed for our mutual use. I hope it might be useful to SCAO.

Please advise me directly if anything further is needed.

Sincerely,



Faye M. Harrison  
Presiding Judge, Family Division

FMH/bh

Cc: Judge Leopold P. Borrello, Chief Circuit Judge  
David A. Cable, 10th Circuit Court Administrator  
J. Bruce Kilmer, Administrator, Region III

JAN 14 2003

FILED IN 11