



## Clerks Manual Updates May, 2022

### Quick Reference

**Adoptions .....1**

**Disability Proceedings .....1**

**Inspection of Records.....1**

**Probate .....1**

**Writ of Prohibition/Writ of Mandamus .....2**

#	Change Request	Details/Notes
<b>Adoptions</b>		
1	Section 1.5 – Appointment of Counsel	CHFS has requested the attested copy of the Adoption final judgement be emailed to them as opposed to traditional mail. Mailing address replaced with email address.
<b>Disability Proceedings</b>		
1	Section 30.6 – Interdisciplinary Team	Clarified the Interdisciplinary Report must be filed with court and served on attorneys for both parties at least 10 days prior to hearing.
<b>Inspection of Records</b>		
1	Section 50.1.10 – Parole Information	Revised section to include instructions on handling/filing Victim Impact Statements.
<b>Probate</b>		
1	Section 76.1.11 – Settlement for Decedents Estates	Revised instructions <i>For Informal Settlements Only</i> .



Writ of Prohibition/Writ of Mandamus		
1	Section 103.1 – Petition	Updated #6 to: <i>“Schedule an event 20 days from the date of the filing of the petition by completing a scheduled events screen. Enter the event type OTHER and memo "deliver file to circuit judge on this date if no response has been filed."</i>