

**NORTH KINGSTOWN PROBATE COURT RULES  
MUNICIPAL OFFICES COURT/MEETING ROOM  
100 FAIRWAY DRIVE  
North Kingstown, RI 02852**

=====

**OFFICE HOURS**

Monday – Friday - 8:30 a.m. - 4:30 p.m.

**PHONE (401) 294-3331 x120**

**FAX (401) 583-4140**

1. Probate Court is held on the third Wednesday of each month, beginning at 8:30 AM in the Conference Room. Possible exceptions include weeks during which a holiday occurs. Verification with the Clerk is suggested.
2. All petitions that do not require advertising or those that are on waiver should be submitted to the Court by noon on the Friday preceding the Court session. Please make special arrangements with the Clerk for late submissions.
3. Required fees must accompany all petitions.
4. All petitions must be typewritten.
5. Please make sure that the address of the fiduciary is listed on each petition for Probate of a Will or Appointment of an Administrator. It is also important that your name, address and telephone number appear.
6. Requests for continuances should be made at least twenty-four (24) hours before the scheduled Court session if at all possible.
7. Any petition which includes the approval of fiduciary's or attorney's fees must be accompanied by a fee schedule for all services rendered. This should include the dates of service, the service rendered, the time billed for this service, the hourly rate charged and the total amount charged for all services rendered.
8. Upon arrival in Court, please sign the docket sign-in sheet located on the table at the front of the Conference Room. The docket sign-in sheet will be put out at 8:00 AM. Petitions regarding routine matters will be heard in the order of sign-in except that contested or time consuming matters will be dropped to the bottom of the docket or scheduled for a special session. Please contact the Clerk to make arrangements for special sessions.
9. Pleadings, memoranda and other filings must be filed with the Court at least three (3) working days prior to the scheduled hearing.
10. Requests for audio recordings of any proceedings must be received three (3) working days in advance of the hearing date.
11. The Courtroom is handicapped accessible. Interpreters for the hearing impaired can be provided if a request is received three (3) working days in advance of the hearing date.

**PLEASE NOTE THAT THE CLERK WILL DO EVERYTHING POSSIBLE TO EXPEDITE THE PETITIONS THAT YOU BRING BEFORE THE COURT, BUT CAN IN NO WAY OFFER ANY LEGAL ADVICE.**