

## Removal Orders

The Child Protection Worker must request a removal order from the court when an incarcerated person is required to participate in an Apprehension, Child protection, Youth Protection hearing.

### REFERENCE

*Department of Health and Social Services Policy*

### PURPOSE

- To ensure an incarcerated person who is required to participate in an Apprehension, Child protection, Youth Protection hearing is able to attend court.

### PROCEDURES

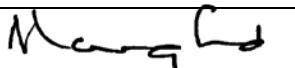
1. Discuss the need for a removal order with the Supervisor.
2. Draft a memorandum to the judge indicating the request for a removal order and provide two (2) copies of the supporting materials.
3. Complete the *Affidavit in Support court document* outlining the need for the incarcerated person to attend court in person or by videoconference.
4. Draft an order directing the Warden and the RCMP to ensure the incarcerated person is available for the court hearing, either in person or by videoconferencing. Include both the date and time of the hearing in the order and provide four (4) copies of the order to the court.

#### Note:

Once the order is granted and three (3) filed copies are returned to you, take two (2) copies to the RCMP. The RCMP will keep one (1) for their records and leave one (1) with the Warden of the institution where the person is housed. Place your copy on the child or youth's file

### FORMS

- None

Effective Date: April 1, 2016	Director of Child and Family Services	
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## TOOLS

- Removal Orders

## COURT DOCUMENTS

- Memorandum to the Judge – In Person
- Order for Removal – In Person
- Memorandum to the Judge – Videoconference
- Affidavit in Support – Videoconference
- Order for Removal – Videoconference

Effective Date:  
April 1, 2016

Director of Child and Family Services

