CIRCUIT COURT OF JACKSON COUNTY, MISSOURI
FAMILY COURT DIVISION
625 EAST 26TH STREET
KANSAS CITY, MISSOURI 64108-2719

POLICY & PROCEDURE

Issued by: Director of Office of the Guardian ad Litem – Family Court

Topic: **Policy No. 1030-21** -- **Visiting Clients and Data Entry**

Effective Date: July 1, 2013

New: Revised: 11/20/2015   Rescinds: Reviewed: June 1, 2018

POLICY:

The Office of the Guardian ad Litem (OGAL) shall have ongoing meaningful contact with the child in order to help formulate recommendations for the child's best interest (See Policy 1030-05). The ongoing contact is necessary to establish and maintain a relationship with the client.

The Office of the Guardian ad Litem's goal is to have contact with each child under 6 years of age every 6 months, children aged 6 to 11 years every 4 months, and clients over 11 years of age every 3 months. This is personal contact outside of court hearings.

The personal contact may include personal visits, telephone calls and electronic communication such as email or texting. Personal contact can take place at home, at the foster home or other residential placement, at school, in the attorney's office, at a treatment facility, at a detention center, a private meeting area at the courthouse, or other places conducive to personal and meaningful contact (See Policy 1030-05).

Each contact with a child shall be documented in the paper file. Additionally, each contact shall be documented in JIS.

REVISIONS: The proponent for this policy is the Director of the Office of Guardian ad Litem. If you have recommended changes or want to report errors, send your suggestions to the Director of Guardian ad Litem, Family Justice Center, 625 East 26th Street, Kansas City, MO 64108.

Policy No. 1030-21 – <u>Visiting Clients and Data Entry</u>

<u>REVIEW DATE</u>: July 1, 2019
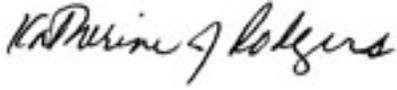
June 1, 2018

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Kathy J. Rodgers   Date
Director/Office of the Guardian ad Litem
Family Court Division

CC: Deputy Court Administrator – Family Court Division