

IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI  
FAMILY COURT DIVISION

IN RE: Family Treatment Court  
Consultation Group and  
Administrative Procedures

ADMINISTRATIVE ORDER: 21-05

**ORDER**

Now, on this 19th day of May, 2021, it is hereby ordered:

The Family Treatment Court Consultation Group (“Consultation Group”) shall operate for the purpose of advising the Administrative Judge of the Family Court Division relative to the policies and procedures governing the operations of the Family Treatment Court. The Consultation Group shall also advise the Administrative Judge on other matters such as: the capacity of the Family Treatment Court, trends in drug use and abuse, identification and treatment of those whose abuse of controlled and/or illegal substances make them appropriate for Family Treatment Court enrollment, drug and alcohol tests and procedures to be used, admission and case assignment criteria, and other matters as may be directed by the Administrative Judge.

1. Current statistics on the existing number of cases in the Family Treatment Court, by child and by family, shall be provided to the members of the Consultation Group prior to each meeting for review at the meeting. The Administrative Judge may use discretion to develop ad hoc assignments to be completed by some or all of the Group members.
2. The Juvenile Officer shall serve as chair of the Consultation Group and shall prepare appropriate agendas for each meeting. The Director, Assessment and Development, shall serve as secretary and maintain the minutes of each meeting.
3. Appointments to the Consultation Group shall be made by the Administrative Judge. In addition to the Administrative Judge, the following individuals are appointed to serve on the Consultation Group:
  - a. Commissioner, Division 41
  - b. Juvenile Officer
  - c. Deputy Court Administrator/Family Court
  - d. Director, Assessment and Development Services
  - e. Regional Director, Children’s Division, Jackson County, Missouri
  - f. An attorney who represents parents and who frequently appears in Drug Court, or a Guardian ad litem who frequently appears in Drug Court, as designated by the Administrative Judge

- g. Manager, Family Treatment Court Program
- h. an attorney from the office of GAL

Upon invitation and with respect to specific agenda items, the Group may request that representatives of treatment facilities and other interested parties attend the Group's meetings and offer suggestions or opinions.

The Consultation Group shall meet, at a minimum, on a quarterly basis, and may meet more frequently at the Administrative Judge's discretion.

4. The current caseload capacity for the Family Treatment Court shall remain at 110 families. The caseload capacity for this program may be subject to change by the Juvenile Officer, with the advice and consent of the Consultation Group. If a consensus cannot be reached on a caseload capacity issue and/or an operating procedural issue, the Juvenile Officer shall make the final determination on that issue.
5. Caseload information shall be made available to the Juvenile Officer on a daily basis. The Juvenile Officer has the final authority to accept or deny a case for admission into the Drug Court and shall be responsible for informing the Docketing Unit of capacity limitations or modifications to the capacity. No case shall be assigned to the Family Treatment Court without the approval of the Juvenile Officer and only in accordance with established operating procedures.
6. That the following procedures shall govern the transfer of cases between the Family Treatment Court and other Family divisions:
  - a. During the pendency of any case filed by the Juvenile Officer pursuant to Chapter 211, upon the Court's own motion or upon the motion of any party, the division hearing the case may order the Juvenile Officer to screen the case for eligibility and admission into the Family Treatment Court.
  - b. The Juvenile Officer shall screen all cases for entry to the Family Treatment Court within five days of any such order. If the Juvenile Officer accepts the case into the Family Treatment Court, the Juvenile Officer shall notify, in writing, both the Commissioner assigned to the Family Treatment Court, the referring Commissioner, the Family Treatment Court Manager, and all parties, that the case has been accepted into the Family Treatment Court. The referring Commissioner shall arrange for transfer of the case.
  - c. Any party may also request the Juvenile Officer to screen a case for admission independent of a court order and, if admission is accepted, the Juvenile Officer or requesting party can move the assigned division for an order of transfer. The assigned division shall transfer the case directly to the Family Treatment Court if adding said case does not exceed the capacity.

7. All orders issued by the Commissioner as part of a Family Treatment Court case shall be entered into the Court's legal file as required by Missouri Supreme Court Rules 74.02 and 74.03 and Missouri Court Operating Rule 4.03, and shall clearly designate the distribution of copies of said orders.
8. As required by §478.005 R.S.Mo. and 42 USCS §290dd-2, treatment court records shall be kept separate and confidential from other juvenile court records under procedures established by the Deputy Court Administrator/Family Court.
9. To the extent practicable, cases terminated from the Family Treatment Court shall be retained by Division 41.
10. This order may be amended from time to time to include additional procedures as determined by the Consultation Group.

It is further ordered that Administrative Order 15-08 is hereby set aside and held for naught.

IT IS SO ORDERED.

  
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JALILAH OTTO  
ADMINISTRATIVE JUDGE  
FAMILY COURT DIVISION

Copies to:  
Presiding Judge  
Court Administrator  
Family Court Judges and Commissioners  
Deputy Court Administrator/Family Court  
Juvenile Officer  
Family Court Directors  
Assistant Legal Counsel/Family Court  
Office of the Guardian ad litem  
CASA Project  
Children's Division, Jackson County offices  
Division of Legal Services (DSS), Jackson County office  
Chairs, Juvenile and Family Law Committees, KCMBA

