



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

To Appointed Counsel:

You have been appointed to represent a party in the Family Court of Jackson County, Missouri, Juvenile Division. Your service to the client, the community and the Court is greatly appreciated. A case has been filed pursuant to Section 211.031[1.](1)(a) or (b) RSMo. A packet of materials accompanies this letter and includes the Juvenile Officer's petition or motion to modify.

Your client's address and phone number is included in the documents. The attorney for the Juvenile Officer can be reached at 435-4725. If a guardian ad litem has been appointed, the guardian ad litem can be reached at the phone number shown on the mailing list for the pre-trial order.

Due to the nature of these cases, the dockets are highly accelerated. Therefore, it is of the utmost importance that you attempt to contact your client immediately.

Cases involving child abuse/neglect allegations and cases involving termination of parental rights have a specific Case Management System, which sets forth specific timelines and events. You can obtain further information regarding any Case Management System, court processes and rules on the court website, located at www.family-court.org. If you do not have access to the Internet, you may call the Family Court Administrator's Officer at (816) 435-4850 and request a copy of the administrative orders pertaining to the case management of abuse/neglect matters or termination of parental rights matters and a copy of the Kansas City Metropolitan Bar Association Juvenile Law Committee's Handbook on Appointed Cases.

\

Administrative Judge, Family Court Division