



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

**POLICY & PROCEDURE**

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

Topic: **Policy No. 1030-01 -- GAL Standard 1 – Appointment of Guardian ad Litem**

Effective Date: July 7, 2015

New:

Revised: X

Rescinds:

Reviewed:

POLICY:

The Office of the Guardian ad Litem (OGAL), when appointed by the Court, shall provide legal representation to the children of Jackson County in actions filed in Jackson County Family Court pursuant to 211.031 RSMo. and any associated matters involving those children.

DEFINITIONS:

Child – person under 21 years of age, for whom OGAL has been court ordered to act as Guardian ad Litem (GAL).

PROCEDURES:

OGAL shall provide legal representation to the abused-neglected children of Jackson County as appointed by the Judge.

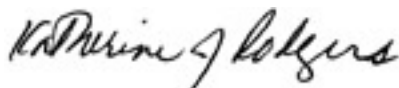
1. The Director of the Office of Guardian ad Litem , or the Director’s designee, shall review the documents associated with all 211.031 RSMo. cases filed by the Juvenile Officer. The Director shall determine if the child has previously had a different GAL. If the child has previously had another GAL, that GAL shall be contacted to see if s/he will again be the GAL for the child. If that person will again be the GAL, the Director shall notify the docketing unit so that the outside GAL may be appointed.

Policy 1030-01 – GAL Standard 1-Appointment of GAL

2. If no GAL has previously represented the child, the Director will determine if there is any conflict which would prohibit representation by OGAL. The Director, based on guidelines provided by Court Appointed Special Advocates (CASA), shall decide if the case is appropriate for CASA representation.
3. If there is no conflict and the case is not appropriate for CASA, and the caseload standards have not been exceeded, OGAL shall be appointed as the GAL for the juvenile.
4. Upon appointment by the Judge and once OGAL knows in which courtroom the matter will be heard, OGAL shall file an Entry of Appearance with the Court.
5. The Director will assign a team of GAL attorneys to represent the children. All assigned attorneys must be licensed in the State of Missouri.
6. OGAL representation of the juvenile shall continue until final disposition and closure of the case or as otherwise ordered by the Court. Final disposition may include reunification with a parent, termination of parental rights, adoption, permanent placement of the child and does include any associated appeals.
7. The assigned GAL shall represent juveniles in accordance with the Missouri Guardian ad Litem Standards and the Missouri Rules of Professional Conduct and all other applicable laws.
8. The Director, her designee or the assigned GAL shall provide information to the Court upon a reasonable belief that a parent in the proceeding regarding child abuse and neglect may require a guardian ad litem due to the parent's mental status, competence or age.
9. The OGAL employees shall adhere to the policies of the 16th Circuit Court of Jackson County, and policies contained in the Employee Handbook of the OGAL and any OGAL desktop procedures.

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 26<sup>th</sup> Street, Kansas City, MO 64108.

REVIEW DATE: July 1, 2019



June 1, 2018

---

Kathy J. Rodgers  
Director of Office of the Guardian ad Litem-Family Court

---

Date

Policy 1030-01 – GAL Standard 1-Appointment of GAL

APPLICABLE STANDARDS:

Juvenile Officer Performance Standard: 1.7B, 1.4.11, 4.9

CC: Deputy Court Administrator – Family Court Division