

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

IN RE: Transfer of files during OGAL  
transition

ADMINISTRATIVE ORDER: 24-02

**ORDER**

Now on this 23rd day of May, 2024:

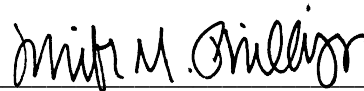
**Whereas**, the Court recognizes, due to the gradual closure of the Office of Guardian ad Litem (OGAL), Guardian ad Litem (GALs) employed within OGAL may need to transfer cases to GALs outside of OGAL, and

**Whereas**, the Court recognizes that during the transfer of said cases to outside GALs, it may become necessary to transfer relevant physical and electronic files created or possessed by OGAL to the outside GALs to effectuate the representation of juvenile(s') interests, and

**Whereas**, the Court recognizes that the Office of the Chief Disciplinary Counsel has informed OGAL during an informal advisory opinion that case files, including past cases, may be transferred to newly appointed outside GALs upon court order,

**Therefore**, it is hereby ordered that, effective May 28th, 2024, the Acting Director of the Office of the Guardian ad Litem (OGAL), or their successor, shall be authorized to transfer the relevant physical and electronic files of juveniles being represented by OGAL to newly appointed outside GALs without further order from this Court. Such transfers may occur provided: it is a case where OGAL is currently appointed to represent the interests of the juvenile(s), the outside GAL has agreed to represent the interest of the juvenile(s) and has entered their appearance as GAL, and OGAL has received permission from the assigned Judicial Officer to withdraw as GAL in the case.

IT IS SO ORDERED.



\_\_\_\_\_  
JENNIFER M. PHILLIPS  
ADMINISTRATIVE JUDGE, DIVISION 12  
FAMILY COURT DIVISION

Copies to:

Court Administrator  
Family Court Judges and Commissioners Deputy  
Court Administrator/Family Court Juvenile  
Officer  
Family Court Directors and Assistant Directors  
Assistant Legal Counsel/Family Court  
CASA Project  
Office of Guardian Ad Litem Officer  
of the Public Defender  
Division of Legal Services (DSS), Jackson County office Children's  
Division, Jackson County offices  
Volunteer Attorney Project  
Chairs, Juvenile Law and Family Law Committees, KCMBA

