

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

IN RE: Notification to Guardians ad litem
of Hotline Reports and Grievances

ADMINISTRATIVE ORDER: 04-16

ORDER

Now on this 20 day of Sept., 2004, it appearing that guardians ad litem appointed pursuant to Section 210.160 RSMo. have a legitimate interest in hotline investigations pursuant to Section 210.109 et seq. RSMo. and grievances related to homes of children pursuant to Sections 210.481 RSMo. to 210.536 RSMo. and notwithstanding the provisions of Section 210.150 RSMo.,
IT IS THEREFORE ORDERED:

1. That the Children's Division shall notify in writing, within seventy-two hours of the making of the call, the appointed guardian ad litem of any child under the court's jurisdiction pursuant to Section 211.031 RSMo. whose foster, relative, parent or third party custodian has been the subject of a hotline call (including reports designated "M", or similarly, which do not result in investigation or family assessment), hotline investigation or family assessment; further, the Children's Division shall notify in writing said guardian within fifteen days of the completion of such investigation or family assessment and the result of same.

Further, the Children's Division shall notify the guardian ad litem, within seventy-two hours of the receipt by the Division, of a referral not classified as a hotline call but which relates directly to the care, custody and well-being of a child under the Court's jurisdiction.

2. That upon the filing of a written grievance to the Alternative Care Review Board by any licensed placement, the Children's Division shall notify the child's guardian ad litem in writing within five days of the making of such filing, and shall further notify the guardian ad litem within thirty days thereafter of the status of such grievance.

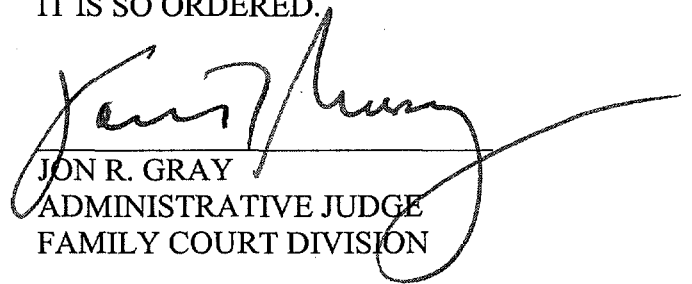
Further, the Children's Division shall notify the guardian ad litem of any change of placement or stated decision not to change placement of a child, prior to the change of placement or within 24 hours of a decision not to change placement of child, except that in emergency situations the guardian shall be notified as soon as possible but in any event no later than 24 hours after the placement. Notification may be made by email, telephone message, fax or other efficacious manner. The guardian ad litem shall immediately advise the Children's Division by email, telephone message, fax or other efficacious

manner of any action the guardian intends to take or has taken as a result of such information, and in any event no later than the filing of a written Motion or other pleading.

IT IS SO ORDERED.

SEP 20 2004

Date



JON R. GRAY
ADMINISTRATIVE JUDGE
FAMILY COURT DIVISION

Copies:

Family Court Administrator

Family Court Judges and Commissioners

Deputy Court Administrator – Family Court

Juvenile Officer

Assistant Legal Counsel – Family Court

Family Court Services Directors

Office of Guardian ad litem

CASA Project

Office of the Public Defender

Children's Division, Jackson County offices

Division of Legal Services (DSS), Jackson County office