

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

IN RE: Maintenance and Filing  
Of Administrative Orders

ADMINISTRATIVE ORDER: 04-02

AMENDED ORDER

Now on this 5<sup>th</sup> day of March, 2004, it is ordered that Judicial Records – Family Court Division shall maintain file records for the following “administrative” orders:

1. Administrative Orders—Missouri Supreme Court
2. Administrative Orders---Presiding Judge----Sixteenth Judicial Circuit
3. Administrative Orders---Administrative Judge, Family Court Division related to the administration and procedures of the Family Court Division
4. Juvenile Cases---Related to matters involving individual juveniles or individual cases signed by the administrative judge other than the release of information
5. Confirmation Orders---Commissioners' Actions
6. Release of Information Authorization---Specific orders regarding the release of information on specific cases only

Such files shall be created yearly. Each category shall be maintained in separate files so designated. Each file shall include an index that shall show the date of the order and its subject. Matters shall be filed in order of receipt. As each yearly file is established, Judicial Records shall institute a series of numbers beginning with the Administrative Order (e.g., 98-1). After administrative orders are signed, Judicial Records shall assign the next available number to the signed order. Judicial Records shall maintain an index of numbers used, an index of numbers available, and an index by subject matter referencing the number used. Orders shall be filed in numerical order.

Orders in category 3 shall include a copy list. At a minimum, Judicial Records shall distribute category 3 orders as follows:

- a) original to Judicial Records
- b) copies to:
  1. Each Family Court Judge and Commissioner
  2. Juvenile Officer/Director, Family Court Services
  3. Assistant Director, Family Court Services
  4. Director, Legal Services
  5. Officer of Guardian ad Litem
  6. Public Defender
  7. CASA Project
  8. Others as the order would dictate

It is further ordered that Administrative Order 02-21 is hereby set aside and held for naught.

IT IS SO ORDERED.

MAR - 5 2004

  
JON R. GRAY  
ADMINISTRATIVE JUDGE  
FAMILY COURT DIVISION

Copies to:

Family Court Judges and Commissioners  
Juvenile Officer/Director, Family Court Services  
Assistant Director, Family Court Services  
Family Court Directors  
Director, Legal Services  
CASA Project  
Officer of Guardian at Litem  
Public Defender  
Court Administrator  
Supervisor of Support Services

Jeresa Cabed 3/10/04