

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

IN RE: Case Management System for 211  
Abuse and Neglect Cases

ADMINISTRATIVE ORDER: 04-18

ORDER

Now, on this 22 day of September, 2004, pursuant to §487.080 RSMo. and Administrative Order 02-22, and in order to reduce delay and facilitate concurrent planning among parties, a case management system is established for Family Court cases filed pursuant to §211.031.1(1) and (2).

The management of all cases filed pursuant to §211.031.1(1) and (2) shall be governed by the "Integrated Case Management" flow chart, which is attached and incorporated by reference in this order. The flow chart commences with the child's removal from the home by the Juvenile Officer's authorization of temporary protective custody, and an individual time line remains in effect for each case until permanency is achieved for the child. All parties are required to comply with the time lines set out in the flow chart.

In addition to the flow chart, the following documents and forms attached to this order shall be used as part of the case management system adopted by the Court in this order:

1. "Information for Parents"\*
2. "Application for Appointment of Attorney to Represent Adult"\*
3. "Appointed Counsel Letter"\*
4. "Integrated Case Management" flow chart\*
5. "Pretrial Order"\*
6. "Notice"
7. "Notice of Assessment"
8. "Conciliation Services"
9. "Form 14"
10. "Authorization for Temporary Protective Custody"
11. "Judicial Docket Information Sheet"
12. "Declaration of Paternity"\*
13. Administrative Order re: Attorney and Guardian ad litem Appointments in 211 cases\*

14. "Foster Parents' Report"
15. "Relative/Kinship Statement"

\* These forms are available on the Family Court website.

The "Information for Parents" and "Relative/Kinship Statement" is made available to parents by the Children's Division. Docketing will send the parents the "Pretrial Order", "Integrated Case Management" flow chart, any relevant pleadings, "Notice of Assessment" and "Application for Appointment of Attorney". The "Application for Appointment of Attorney" is also made available to parents by the Children's Division and at Court hearings.

An Attorney Packet containing the following documents will be sent to attorneys at the time of their appointment by Docketing, as well as to any private Guardians ad litem, the Division of Legal Services attorney and the Division of Mental Health attorney, if applicable:

"Appointed Counsel Letter"

"Integrated Case Management" flow chart

"Pretrial Order"

"Conciliation Services"

"Notice"

"Notice of Assessment"

"Form 14"

"Authorization for Temporary Protective Custody" or "Judicial Docket Information Sheet"

"Family/Kinship Statement"

relevant pleadings and Court orders

relevant referrals

Family Court Administrative Order "Attorney and Guardian ad litem Appointments in Chapter 211 RSMo Matters"

The Children's Division worker will receive the "Pretrial Order", "Order for Protective Custody", and other relevant pleadings and orders, from Docketing.

The AJO and the Guardian ad litem's Office or CASA will receive the "Pretrial Order", "Application for Appointment of Attorney for Adult", and "Declaration of Paternity" from Docketing.

The "Foster Parents' Report" form shall be made available to foster parents by the Children's Division or may be obtained from the Social File Record Room of Family Court Services. Completed forms must be submitted to the Social File Record Room of Family Court Services at least 5 working days prior to the next scheduled hearing. The original shall be filed in the Court's social file that is available for review upon request to all parties and/or their attorneys. The Social File Record Room, when in receipt of a completed Foster Parents' Report, shall fax copies to the Guardian ad litem and all parties or their attorneys of record upon receipt, with mail copies to the same if no fax is available.

It is ordered that Administrative Order 03-11 is hereby set aside and held for naught.

9-22-04

IT IS SO ORDERED.

  
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JON R. GRAY  
ADMINISTRATIVE JUDGE  
FAMILY COURT DIVISION

Copies to:

Family Court Administrator

Family Court Judges and Commissioners

Deputy Court Administrator - Family Court

Family Court Directors

Assistant Legal Counsel, Family Court Services

Office of the Guardian ad litem

CASA

Office of the Public Defender

KCMBA Juvenile Law Committee

Children's Division, Jackson County offices

Division of Legal Services (DSS), Jackson County office

Regional Administrators for Children's Division of DSS and the Department of Mental Health

Midwest Foster Care & Adoption Association