

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT – JUVENILE DIVISION**

MAINTENANCE OF APPROVED LISTS OF GAL ATTORNEYS

**IN COMPLIANCE WITH THE
MISSOURI SUPREME COURT GUARDIAN AD LITEM STANDARDS**

- I. In compliance with the Missouri Supreme Court Standards for Guardians ad litem, the Court maintains two approved lists of guardians ad litem that meet the standards, and are available for appointment to represent clients in Juvenile and Domestic Relations matters.

- II. Procedures
 - A. Attorneys that wish to be considered for inclusion on an approved guardian ad litem list
 1. Attorneys shall send a letter to the judge of the Juvenile Division or the judge assigned to Division 15 Domestic Relations Division requesting that they be added to the approved list.

 2. The attorney must include an affidavit of compliance with the training requirements that are included in the standards and be willing to comply with all other standards. The affidavit of compliance including the training requirements is available on the Family Court website:

<http://www.courts.mo.gov/hosted/circuit22/familycourt.htm>

 - B. Current guardians ad litem that wish to remain on the court approved list for future appointment
 1. By July 31st of each year, guardians ad litem shall submit an affidavit requesting continuing placement on the approved guardian ad litem list. The first affidavit shall be due by July 31, 2011. The affidavit is available on the court website:

<http://www.courts.mo.gov/hosted/circuit22/familycourt.htm>

 2. The affidavit requires that guardians ad litem attest that they have taken training that complies with the guardian ad litem

standards. The affidavit also requires that one certify that they have complied with all other standards in their appointments as guardian ad litem in the year just ended.

C. Submission of Affidavit

1. Attorneys wishing to be placed on the approved guardian ad litem list for the Juvenile Division shall address their affidavit to:

Secretary to the Judge of the Juvenile Division
Family Court – Juvenile Division
920 N. Vandeventer
St. Louis, MO 63108
(314)552-2042

2. Attorneys wishing to be placed on the approved guardian ad litem list for the Domestic Relations Divisions shall address their affidavit to:

Paralegal
Division 14A
Civil Courts Building
10 N. Tucker Blvd
St. Louis, MO 63101
(314)641-8363

3. Scanned signed and notarized affidavits may be accepted by email. Please contact the secretary or paralegal for the current email address.

D. Maintenance of the Approved Guardian ad litem List

1. The secretary to the judge of the Juvenile Division and the paralegal assigned to the Domestic Relations Division shall develop and maintain a spreadsheet of approved guardians ad litem. The spreadsheet shall include the contact information for the guardian ad litem including an email address, the date a request was received, the name of the judge who reviewed the request, and the date that the appropriate judge accepted or denied the inclusion of the attorney on the guardian ad litem list.

The spreadsheet shall have a tab for each fiscal year.

2. Upon receipt of a notarized affidavit from a current or potential guardian ad litem, the secretary to the judge of the Juvenile Division or the paralegal assigned to the Domestic Relations Divisions, shall conduct an on-line check with the Missouri Bar to ensure the attorney is in good standing.
3. The secretary to the judge of the Juvenile Division or the paralegal assigned to the Domestic Relations Divisions shall forward the affidavit and bar approval to the respective judge for acceptance.
4. Upon acceptance by a judge the secretary or paralegal shall add the guardian ad litem to the approved guardian ad litem list on the spreadsheet.
5. During the first week of July of each year, the secretary to the judge of the Juvenile Division and the paralegal assigned to the Domestic Relations Divisions shall send an email to the current approved guardians ad litem to remind them to submit the appropriate affidavit by July 31st.

E. Failure to Comply

1. Failure to submit an affidavit showing compliance by the due date will result in removal from the list until such time as one re-applies and is approved.
2. The secretary to the judge of the Juvenile Division or the paralegal assigned to the Domestic Relations Divisions shall update the approved list noting any removals and provide an updated list to the judiciary.