

In the Matter of:

Date: _____

Petitioner(s)

Case Number

This is to advise that I have been appointed by the Family Court of St. Louis County to act as Guardian ad Litem for the minor child(ren) in the above styled adoption case you recently filed.

This case is set for hearing on _____ . Judge/Commissioner _____ will expect to hear this case at that time, unless for good cause, in unusual circumstances, a continuance is granted.

I have reviewed the court file and the following remains to be filed or updated:

1. Petition

- _____ Petition to be amended to full names; first, middle and last.
- _____ Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) language required.
- _____ The minor child is/is not subject to the provisions of the Indian Child Welfare Act language required.
- _____ The minor child is/is not subject to the provisions of the Interstate Compact for the Placement of Children language required.
- _____ Amend pleadings to allege:

2. Consents

- _____ Provide birth mother consent on Missouri Children's Division approved consent form.
- _____ Provide birth father consent on Missouri Children's Division approved consent form.
- _____ Provide legal father consent on Missouri Children's Division approved consent form.
- _____ Provide consent of Adoptee age 14 or older.
- _____ Provide agency consent.

3. Service – Must be obtained for parent(s) who do not consent to the termination of parental rights and/or the adoption.

- _____ Provide waiver/service/publication for the birth mother.
- _____ Provide waiver/service/publication for the birth father.
- _____ Provide waiver/service/publication for the legal father.

4. Putative Father Registry Response – Must be completed if father's name is not on the birth certificate or there has been no declaration of paternity by a court of competent jurisdiction of a father of a child born out of wedlock.

- _____ Provide Putative Father Registry Response.

5. Birth Certificate

_____ Provide copy of adoptee’s birth certificate.

6. Financial Affidavit

_____ Provide/Update a signed and verified full accounting of any money, anything of value or other consideration paid or transferred by or on behalf of the petitioner in connection with placement or adoption. Show all payments or transfers made or to be made or consideration given or promised by or on behalf of the petitioner in connection with the placement of adoption including: (1) agency fees or expenses; (2) hospital and other medical expenses; (3) court costs; (4) fees for legal services; (5) midwife or physician expenses; (6) other expenses.

7. Certificate of Decree of Adoption

_____ Correct name/spelling on form from _____ to _____ and provide the amended form to the court.

8. Study

_____ Notify agency to provide home study.

_____ Schedule suitability interview for petitioners and GAL per section 453.070 RSMo.

Please contact my office to schedule required appointment.

Please note, this must be completed 10 days prior to the scheduled hearing.

9. Child Abuse/Neglect Hotline Check Response and Criminal History Check – Must be obtained for the adopting step-parent and any other adults, age 18 or older, living in the home. You must request these checks from the Missouri State Highway Patrol by completing their approved form. **Please read and follow the directions included on the form.**

_____ Provide Child Abuse/Neglect Hotline Check Response.

_____ Provide Criminal History Check Response.

10. Foreign Documents

_____ Provide original documents to the court at the time of hearing.

_____ Provide copy of green card.

_____ Provide English translation verification.

11. Other

The required documents or amendments must be filed with the court prior to the hearing date.

Guardian ad Litem/Bar No. _____

Address _____

Phone Number _____