

**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 \_\_\_\_\_