

(B) Role

- (1) The role of the Guardian ad Litem is to assist the Court and to represent the best interests of the child or incompetent adult.
- (2) A Guardian ad Litem is the legal representative of the child and must be given notice of all hearings and must be forwarded copies of any and all filings made by the other parties to the action.

(C) Qualifications

- (1) A Guardian ad litem shall successfully complete the Summit County Juvenile Court Guardian ad Litem pre-service training course and annually complete a minimum of three (3) hours of in-service continuing education training. A Guardian ad Litem shall also be sworn in by the Juvenile Court Judge or the Judge's duly appointed representative.
- (2) An Attorney who wishes to serve also as a Guardian ad Litem shall meet all the requirements to be a Guardian ad Litem as outlined above and shall be duly licensed to practice law in the State of Ohio.
- (3) In order to be included and maintained on the Court's Guardian ad Litem appointment list, the Guardian ad Litem or Attorney shall do the following:
 - (a) Complete and submit a formal application;
 - (b) Submit to the Court proof of a valid driver's license and automobile insurance coverage; and
 - (c) Complete a BCI criminal background check.
- (4) Guardian ad Litem will be evaluated on an annual basis through a formal evaluation process to determine whether he or she qualifies to remain on the Court's appointment list.

Any Guardian ad Litem may be removed from the Court's appointment list at their own request. The Court may, in its own discretion, remove any Guardian ad Litem from the Court's appointment list at any time. In the event of such removal, the Court shall notify the Guardian ad Litem that he or she has been removed from the Court's appointment list.

(D) Grievance Procedure

It is the goal of the Summit County Juvenile Court to resolve problems and grievances regarding a Guardian ad Litem fairly, promptly and as close to the source as possible. When a parent, family member, attorney, professional or any other person has a grievance or concern about a Guardian ad Litem, that person shall try to first resolve the issue with the Guardian ad Litem directly. If such an effort is unsuccessful or impractical, the person shall utilize the formal process as set forth in Appendix C, attached hereto, to resolve his or her grievance.

IT IS SO ORDERED.


JUDGE LINDA TUCCI TEODOSIO

8-13-05

APPENDIX C: Grievance/Complaint Procedure for Guardian ad Litem

If a person has a grievance or complaint about a Guardian ad Litem's performance and the person is not able to first resolve the issue with the Guardian ad Litem involved, the following procedure shall be used to address the grievance/complaint:

A. General Information

1. The grievance/complaint must be in writing and signed by the complainant.
2. The grievance/complaint must identify the Guardian ad Litem with whom there is a concern, the full details of the issue or concern and the remedy sought by the complainant.
3. The process to resolve the grievance/complaint will be conducted honestly, fairly, without bias and without undue delay.

B. Procedure

1. Upon receipt of the grievance/complaint, the Guardian ad Litem will be notified in writing that a grievance/complaint has been received about him or her.
2. The Guardian ad Litem will be given a reasonable amount of time to provide a written response to the grievance/complaint.
3. The staff member assigned to handle the grievance/complaint shall review the grievance/complaint and response and conduct a meeting between the complainant and the Guardian ad Litem at the earliest opportunity for all parties.
4. If the grievance/complaint is successfully resolved to the satisfaction of all parties as a result of this meeting, the assigned staff member will prepare a written report. A copy of the report will be provided to the parties and the original will be maintained in the Guardian ad Litem's file.
5. If the grievance/complaint is not successfully resolved to the satisfaction of all parties as a result of this meeting, the assigned staff member will forward to either the CASA/GAL Program Coordinator or the Magistrate assigned to approve the annual reviews of attorneys who serve as Guardian ad Litem, if the grievance/complaint is regarding an attorney serving as a Guardian ad Litem, the grievance/complaint, the response of the Guardian ad Litem and any additional information thought to be relevant.
6. The CASA/GAL Program Coordinator or, if appropriate, the Magistrate will issue a written finding regarding the grievance/complaint after consideration of all relevant information, which may include meeting with the parties. A copy of the written finding will be provided to the parties and the original will be maintained in the Guardian ad Litem's file.