

## Appointment of Guardians *ad Litem* for a Minor Child Adoptee

The Court will appoint a Guardian ad Litem (GAL) in each case as follows (contact info attached at end):

Case Numbers Ending In:

0	Gilbert Grossi	1	Marta C. Bukata	2	Denise Patton
3	Michelle M. Hughes	4	Catherine O’Hearn	5, 6	Paul Barbahen
7	Diana E. Lopez	8	Sheila Maloney	9	Charisse Hampton

The appointment is made at the time of initial presentment or entry of any Interim Order providing for the care, custody or control of the person sought to be adopted.

**IN ALL CASES**, it is the duty of counsel for the petitioner(s) (or the *pro se* petitioners) to furnish the appointed GAL with a copy of the following, as applicable:

- Petition for Adoption
- Interim Order
- Case Management Order
- Agency documents (Appearance, Consent, Affidavits)
- Consents, Surrenders and Waivers
- Affidavit of Identification
- Prior orders re custody, guardianship and/or termination of parental rights
- Affidavit re the lack of appeal of any termination of parental rights orders
- Birth Certificate(s) of child/ren being adopted
- In assisted reproduction cases, letter/affidavit from participants (i.e sperm bank, physician, etc.)
- All other documents filed in the case

The above documents, as well as the GAL Fee, must be provided to the GAL as soon as possible but ***no later than 7 days after the date of appointment.***

**IN ADOPTIONS WHERE THE GAL IS ALSO APPOINTED AS INVESTIGATOR**, in addition to the above documents, counsel for the petitioner(s) (or the *pro se* petitioner(s)) shall deliver to the GAL:

Document:	Where to find it:
<p><b><i>Original</i></b> Affidavit in Support of Petition to Adopt (“Information Affidavit”) with all required documentation, for each petitioner, even if the petitioner is a biological or legal parent of the child. Documentation includes copies of:</p> <ul style="list-style-type: none"> <li>- Marriage license or Civil Union Certificate</li> <li>- Divorce decree(s) or death certificates of prior spouse(s) or partner(s)</li> <li>- Proof of income (paystub, W-2, tax return or letter from employer)</li> <li>- Explanation of arrest history</li> <li>- Photo IDs of petitioner(s)</li> </ul>	<p>Clerk of the Court website; Forms; County Division: Form CCCO-N058. Note that this is a fillable PDF form.</p>
<p>Evidence of Fingerprint-based, Criminal Background Check (both FBI and Illinois State Police) for all petitioner(s) and adult household members who are not a biological/legal parent, unless waived by the Court</p>	<p>A recommended provider for fingerprint-based criminal background checks is Accurate Biometrics (<a href="http://www.accuratebiometrics.com">www.accuratebiometrics.com</a>).</p>
<p>Completed CANTS Form CFS689 (Child Abuse and Neglect Tracking System) for all petitioner(s) and household members age 13 and older who are not a biological/legal parent, unless waived by the Court</p>	<p>DCFS website; About Us; Policies, Rules and Forms; Form CFS689</p>

***In addition, for all cases where the GAL is appointed as Investigator, the GAL is required by the Court to interview the petitioner(s).*** This interview is typically conducted by telephone. After the GAL reviews the above, additional information and/or documentation may be required. The petitioner(s) may be required to appear at the GAL's office with the child for an interview with the GAL or the GAL may schedule a home visit. The GAL may require interviews with the child/children be conducted separately from the petitioner(s).

As a convenience, the Presiding Judge's Office will accept such documents for delivery to the GAL's mail slot in the hallway outside Room 1701. Counsel should be aware that the documents will be picked up by the GAL as his or her schedule permits. The Presiding Judge's Office will not undertake the responsibility of delivering such materials to the GAL's personal office. **Most of the GALs will accept delivery of documents (other than checks) by email or fax; note, however, that the Court will only accept documents by mail or personal delivery, except for initial petitions and subsequent case management orders.**

In all cases, the GAL shall file an appearance as Guardian *ad Litem* for the adoptee as soon as practicable after appointment, typically within fourteen (14) days.

GAL Fees as of January 1, 2017:

Type of Adoption	GAL Only	GAL as Investigator
Related (non-DCFS)	\$250.00	\$325.00
Agency or Private	\$250.00	n/a
DCFS (all, including subsequent adoptions of former foster children)	\$150.00 (plus \$50/addl child; not to exceed \$250.00)	n/a
International (not Confirmations)	\$250.00	n/a
Petitioners with Fee Waivers (indigent petitions)	\$25.00	\$25.00
Home visit or Contested Adoption	\$200.00/hour	\$200.00/hour

From the date of appointment, counsel for the petitioner(s) (or *pro se* petitioner(s)) shall provide notice to the GAL of all requests for relief made to the Court by any party as required by either the Rules of the Illinois Supreme Court or the Circuit Court of Cook County. The GAL may file any response deemed necessary to advance the best interest of the person sought to be adopted.

The appointed GAL will be available for consultation with counsel by telephone or e-mail, in person by appointment, or by any other mutually agreeable medium. ***However, the GAL represents the adoptee, so cannot help the petitioner(s)' counsel by reviewing pleadings, offering assistance in preparing the case, or by presenting motions, delivering documents or obtaining orders on behalf of the petitioner(s).***

**All** required documentation must be in the possession of the GAL a minimum of 14 days prior to the scheduled date for entry of the judgment. Failure to comply with this rule will result in the necessity of a continuance.

**Guardian ad Litem Contact Information**  
**(All GALS have mail slots located outside 1701)**  
**Effective December 1, 2017**

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Catherine O'Hearn (case ending in 4)  
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Paul Barbahen (case ending in 5 and 6)  
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