GAL Highlights and FAQ’s

**Highlights:**

* Initial deposit shall be determined by the Court
* Use of CCAP to create and manage court ordered obligations for FCS and GAL services
* Business Center to monitor payments and pay plan arrangements
* Most orders to be generated in Court and parties to report to Business Center
* First GAL payment triggered when the bill reaches approximately 75 % of the initial/additional deposit.
* GAL must request additional deposits to ensure sufficient funds are escrowed
* Business Center to prepare payment orders for GAL based on GAL request
* GAL only prepares “Order for Discharge”

# FAQ’s:

## Can case parties pay the GAL directly?

No, as directed by the Court, parties will be required to make all payment arrangements for GAL services with the Circuit Court Business Center in Room C-153 (on the first floor of the courthouse).

## If the parties cannot pay in full, will they be given time to pay?

Yes, while it is the desire of the court to receive payment in full on all court ordered obligations immediately, we recognize that all parties may not be able to do so. To better manage what is, in essence, a credit relationship with our case parties, the Circuit Court Business Center offers payment plans.

## What happens if the parties do not pay as ordered?

Using the financial tools available to us with our Combined Courts Automation Program (CCAP), the Circuit Court Business Center will initiate follow-up with non-paying case participants quickly, and will immediately communicate non-compliance to the Court WITH recommendations for enforcing adherence to the Court’s financial orders. Additionally, the Business Center has a variety of enforcement tools available such as wage assignments, state tax intercept, entry of civil judgments, and property liens, in addition we will submit unpaid obligations to a collection agency for recovery.

## Are there changes in GAL compensation?

The court will set forth the method and rate of compensation for the guardian ad litem at the time of appointment in both family and paternity matters. GALs will continue to accept appointments and will have all current terms provided to them in their appointment order and consent to act. GAL services provided in marital presumption and paternity appointments are set at a fixed service fee of $300.

## How do I request and obtain payment for my billed services?

A Guardian ad Litem must submit to the Court the “Attorney Communication Letter” requesting payment with an itemized billing statement and sworn affidavit. The process will require the Circuit Court Business Center to review the materials for accuracy and prepare the Order for Payment for judicial signature.

## What happens at the end of a case and I’m concluding my services?

At the conclusion of services, you should send the “Attorney Communication Letter” requesting final payment along with an itemized billing statement and sworn affidavit. In addition, you are required to send a “Court Order Discharging Guardian ad Litem” After a review for accuracy, a “Court Order for Final Payment of Guardian ad Litem Fees” will be prepared by the Business Center for the Judge’s signature.