

## **GAL/ATTORNEY APPOINTMENT LIST**

1. Requirements to receive appointments.
  - (A) Submit attorney registration/profile sheet.
  - (B) Provide evidence of malpractice coverage.
  - (C) Attend annual training seminar.
  - (D) Be available and prepared for all kinds of appointments, as there is only one list.
  
2. Requirements once you are on the list.
  - (A) Be available when called or when your name comes up on rotation list.
    - (i) Attorneys are assigned on a rotational basis.
    - (ii) When you are called, if you are available you receive the appointment.
    - (iii) If you are not available, the court moves on to the next attorney on the list.
  - (B) Follow proper procedure when doing your investigation and representing individuals.
  - (C) Use proper SCAO forms along with your report.
  - (D) Submit your reports on time, and include:
    - (i) Financial review checklist.
    - (ii) Your invoice.
  - (E) Your invoice must be addressed to the correct party.
    - (i) Use the probate Court invoice if the ward's assets are less than \$5,000, and submit the invoice to the court for payment.
    - (ii) Use your own invoice if the ward's assets are more than \$5,000, and submit the invoice to the ward's estate for payment; include a copy of this invoice with your report when it is submitted to the court.
    - (iii) In all instances, a copy of the invoice for your services must be included with your report.
    - (iv) Make certain you charge only in accordance with the proper fee schedule:

(a) Guardian ad litem	\$150
(b) Attorney	\$175
(c) Guardianship Review	\$100
  - (F) File your report at least 7 days prior to the hearing.
  - (G) All reports with your original signature must be hand-delivered or mailed to the court; no faxed or emailed reports will be accepted.
  - (H) If you have any issues on procedure with your investigation, call Bob Szalka.
  
3. Extraordinary fees.
  - (A) A request for extraordinary fees must be approved by the court prior to your invoice being submitted to the estate/petitioner/fiduciary.
  - (B) Attach a statement titled "REQUEST FOR EXTRAORDINARY FEES" along with an itemized invoice when submitting your report to the court.
  
4. Actions that will affect your continuation on the list.
  - (A) Failure to submit your reports on time.
  - (B) Continued refusals to accept appointments when requested (i.e., name comes up on rotation).
  - (C) Poorly prepare/incomplete reports.
  - (D) Poor preparation when acting as court appointed attorney.