

# Whatcom County Superior Court

# Guardian ad Litem Information

## CONTACT INFORMATION

LAST NAME	FIRST NAME	M.I.	DATE
BUSINESS NAME OR FIRM			SSN OR TAX ID# (NOT TO BE SHARED)
BUSINESS STREET ADDRESS		BUSINESS CITY, STATE, ZIP CODE	
MAY THE PUBLIC VIEW THIS STREET ADDRESS? YES <input type="checkbox"/> NO <input type="checkbox"/>		BUSINESS PHONE ( )	
ALTERNATE PHONE ( )		FAX ( )	
EMAIL ADDRESS		MAY THE PUBLIC VIEW THIS EMAIL ADDRESS? YES <input type="checkbox"/> NO <input type="checkbox"/>	
RETAINER AMOUNT		COMMENTS	
HOURLY RATE		COMMENTS	

## EDUCATION

LEVEL AND LOCATION OF FORMAL EDUCATION	(e.g. Master's Degree in Child Psychology from Brown University)
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## CERTIFIED GUARDIAN AD LITEM TRAINING

DATE AND TYPE OF INITIAL TRAINING
DATE AND TYPE OF ANNUAL REFRESHER TRAINING
OTHER FORMAL TRAINING/ CERTIFICATIONS/ LICENSES (INCLUDE DATE AND TYPE)

## RELEVANT EXPERIENCE

LIST EQUIVALENT EXPERIENCE	
NUMBER OF YEARS AS A GUARDIAN AD LITEM	NUMBER OF APPOINTMENTS AS A GUARDIAN AD LITEM
LIST ALL COUNTIES OF APPOINTMENT	
LIST ANY AND ALL CIRCUMSTANCES OF REMOVAL FROM G.A.L. REGISTRY PURSUANT TO A GRIEVANCE ACTION. PROVIDE NAME OF COURT AND THE CASE NUMBER FROM WHICH YOU WERE REMOVED.	
FOR CRIMINAL HISTORY CHECK PURPOSES, NOT TO BE AVAILABLE TO PUBLIC: Alias/Maiden Name: _____ Date of Birth: _____ Gender: _____ Race: _____ Driver's License Number: _____ Social Security Number: _____	



## Memorandum of Understanding Court Appointed Guardians ad Litem Procedures for County-Paid Services

Guardians ad Litem appointed by the court in Title 11 and Title 26 cases agree to comply with the following fee and expense payment procedures:

The Guardian ad Litem shall be paid at the rate of \$55.00 per hour. Expenses pertaining to the guardian ad litem appointment are governed by the following standards.

1. Ordinary and usual costs of performing duties of guardian ad litem, such as, but not limited to, telephone charges, postage and copies, at actual cost,
2. The cost of any expert witness, interpreter, investigator or other professional services approved in advance by the Administrator in connection with services performed hereunder, unless paid directly to the expert witness, interpreter or investigator, approved in advance and at what rate the Court Administrator may in his sole discretion decide,
3. The Guardian ad Litem shall not be reimbursed for in-county travel. Any request for out-of-county travel must be pre-approved by the Court Administrator and will be paid at half the applicable hourly rate while in travel status, at the full rate while conducting business at the remote location and at half the hourly rate in return trip travel status. As a condition of appointment to the Registry, guardians ad litem residing outside Whatcom County agree not to charge for travel or time traveling to or from their out-of-county location.
4. The Guardian ad Litem expressly reserves and the County acknowledges the Guardian ad Litem's right to petition the Court for extraordinary relief for extraordinary circumstances.

The Guardian ad Litem invoices for payment for services rendered during the preceding month to the Superior Court Administrator, in the form, manner and detail specified by that office, including but not limited to the provisions and requirements stated below:

1. The Guardian ad Litem shall submit an original and one copy of any invoice, including thereon:
  - a. Case number
  - b. Name of the client
  - c. Date, nature and duration of service expressed in hours decimal equivalents of minutes expressed in 15-minute increments
  - d. A statement of total costs during the billing period for:
    - i. Copies
    - ii. Long distance charges
    - iii. Postage
  - e. Documentation of exceptional costs billed in the invoice
  - f. Copies of pre-approval of exceptional costs listed in and documented in the invoice
2. The Guardian ad Litem shall submit an invoice coversheet in the form prescribed by the Administrator.

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Signature

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Date

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Printed Name