

CIVIL COURT OF THE CITY OF NEW YORK

**DIRECTIVES & PROCEDURES**

**Subject: GAL Case Summary**

**Class:           DRP- 178**

**Category:       LT-10**

**Eff. Date:       March 7, 2007**

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**BACKGROUND:**

In light of concerns regarding recent actions by Housing Court Guardians Ad Litem that have adversely affected the interests of their court appointed respondent/petitioner, the following policy is being implemented.

**POLICY:**

Guardians Ad Litem are mandated to complete a *GAL Case Summary* form CIV-LT-57 (2007) for each case where they are the appointed GAL. GALs should use this form as a way of maintaining a record of their contact with the party to the Housing Court action for which they were appointed, advocacy efforts, and steps taken to follow through with the plan set forth in the stipulation of settlement.

Judges may require the GAL to submit the *GAL Case Summary* form or may query the GAL on the record. In the event that the Judge requires the submission of the *GAL Case Summary*, the Judge may order such on the *Order Appointing a Guardian Ad Litem* form. *GAL Case Summary* forms should not be placed in the court file unless the file is made a sealed record.

GALs must retain a copy of the completed *GAL Case Summary* forms in their files for a period of three years and, upon request, may be asked to furnish such a copy to the Administrative Judge for the Civil Court of the City of New York.

Date: March 5, 2007

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Fern A. Fisher  
Administrative Judge