



Affirmation of Services: Guardian Ad Litem

New York City Civil Court, Housing Part _____

County of _____

Petitioner (person starting the case):

Respondent (person responding to the case):

L&T Index #: _____

The undersigned, _____, an attorney admitted to practice law before the courts of the state of New York affirms the following to be true under the penalties of perjury:

1. I submit this Affirmation of Services to the Court pursuant to CPLR § 1204 for services I performed as Guardian ad Litem (GAL) for: _____, a respondent in this matter.
2. The Court appointed me to serve as the respondent's GAL on: ____/____/____.
3. Subject to certain requirements and limitations, set forth in paragraph 4, the New York City Human Resources Administration (HRA) agrees to pay \$1050 to GALs appointed to advocate on behalf of HRA clients who are in Court proceedings.
4. The respondent was a client of Adult Protective Services (APS) or another HRA Program at the time of my appointment, *or*
The respondent later became a client of APS or another HRA Program during the period when I was formally appointed as GAL to the respondent's court case, *and*
APS has agreed to compensate GALs appointed to clients of that other HRA program.
5. NYC HRA /Department of Social Services (DSS) shall pay me as appointed GAL, upon consent, the sum of \$1050 after I send them a copy of the Affirmation of Services filed in Court (CPLR § 1204) and any other required documents listed here:
<http://nycourts.gov/courts/nyc/housing/GALexisting.shtml#payment>
6. My appointment as GAL does not end until all settlement terms are completed and all referrals to DSS or other social or charitable services are followed-up on. Should the case be restored to the calendar for any reason, I remain responsible for any outstanding advocacy work on behalf of the respondent. The Court may terminate my GAL appointment sooner.
7. As required by HRA to receive payment, I submitted a completed "GAL Introduction Letter to APS" form to HRA on ____/____/____, which was within ten days of my appointment.



8. At or around the same time I completed this Affirmation of Services, I submitted an electronic or faxed copy of it to HRA to request compensation for my services in this matter.
9. My appointment in this matter has concluded because this case has been resolved in the following manner (choose one):
- The petitioner/landlord withdrew their petition, or the case was otherwise dismissed.
 - The petitioner/landlord obtained a final judgment of possession after a trial.
 - The case was settled by agreement (stipulation).
 - Other: _____

10. The following is a description of the outcome of the case or the agreement (settlement):
- _____
- _____

11. I fulfilled the following minimum requirements in the representation of the respondent:

- I submitted a completed "GAL Introduction Letter" form to HRA within ten calendar days of my appointment.
- I personally met with the respondent.
- I discussed the case with APS.
- I investigated and brought to the Court's attention all facts important to the respondent's case.
- I investigated as to whether the respondent qualified for any social services that could help resolve this case and made every effort to help the respondent obtain such services.
- I appeared on all court dates after my appointment.
- I recommended a final solution for the case, to the Court, that was in the best interest of the respondent and informed the Court how the respondent felt about my recommendation.

12. If I failed to fulfill any of the minimum requirements in paragraph eleven above, it was because such activities were impossible or unnecessary because:
- _____
- _____

13. I ask HRA to agree to compensate me in the amount of \$1050.

Signature: _____

Date: ____ / ____ / ____