

CIVIL COURT OF THE CITY OF NEW YORK

DIRECTIVES & PROCEDURES

Subject: Order Appointing a Guardian Ad Litem

Class: DRP-194

Category: LT-10

Eff. Date: January 11, 2012

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BACKGROUND:

The Housing Court appoints over 1300 Guardians Ad Litem per year. To ensure that all relevant parties are made aware of a GAL's name and contact information upon appointment and to protect the privacy and safety of a GAL, the Order Appointing a Guardian Ad Litem (GAL) (C.V.-GP-112) has been converted to a quadruplicate form. In addition, the following policy is being implemented.

POLICY:

Upon the appointment of a GAL, Housing Court Judges are directed to complete the amended Order Appointing a Guardian Ad Litem (CIV-GP-112) which is now available in quadruplicate form. Judges are afforded discretion to incorporate language they may wish to add to the Order, as long as it appears in this quadruplicate form. **All former versions of the GAL Order Appointing a Guardian Ad Litem should be discarded.**

Note, effective January 3, 2012, clerks in the PART are required, under CCM-198, to ensure that all copies of the Order are legible and that the GAL, ward, and HRA's Office of Legal Affairs are all sent their respective copy of the Order.

Further note, the new Order Appointing a Guardian Ad Litem no longer requires that the GAL's address be listed. Only the phone number.

Date: January 11, 2012

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Fern A. Fisher
Deputy Chief Administrative Judge,
NYC Courts
Director, Access to Justice Program