

Instructions for Guardian ad Litem (GAL) Program

1. Within 5 days of the Order appointing you as Guardian ad Litem, you are required to submit a *certified* copy of the Order of Appointment to the Westchester County Department of Law by email to: GAL-Payment@westchestergov.com

2. Upon receipt, Westchester County will forward to you the following:
 - a. Form Affirmation (for attorneys), or Affidavit (for non-attorneys) reciting the Appointment date and completion of the case with date of completion. Affirmation/ Affidavit must be signed off and dated by the Presiding Judge. Affidavit must be notarized. This can be scanned and emailed. The original will be submitted with the rest of the documents.
 - b. Sample Invoice
 - c. County Voucher (which must be signed by GAL and by Judge and dated by the GAL and Judge)
 - d. W-9 Form
 - e. EFT Form

3. The above-documents must be fully filled out and returned by mail within 90 days of the completion of the case in order to be compensated. **Failure to timely submit all documents will result in non-payment.**

4. County Voucher must have the following attached:
 1. Invoice for payment of \$750.00 fee (sample provided)
 2. Completed W-9
 3. Completed EFT form for payment
 4. Affidavit of Service or Affirmation of Service
 5. Signed County Voucher fully filled out

Original Documents must be sent to:

Susan I. Kettner or Fred Sullivan
Westchester County Department of Law
Michaelian Office Building
148 Martine Avenue, 6th Floor
White Plains, New York 10601