

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK'S MEMORANDUM

Subject: Amended Order Appointing
Guardian Ad Litem (GAL)

Class: CCM-198
Category: LT-10
Eff. Date: January 20, 2012

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BACKGROUND

The Housing Court appoints approximately 1300 Guardians Ad Litem per year. It is necessary to notify the appointed GAL, the ward, as well as the Office of Legal Affairs of The New York City Human Resources Administration that a Guardian Ad Litem has been appointed. To assist in these notifications, we have converted the Order Appointing Guardian Ad Litem (GAL) (CIV-GP-112) to a quadruplicate form. In addition, the following new procedure has been established.

PROCEDURE

The clerk, upon receiving an Order Appointing a Guardian Ad Litem (GAL) in the part shall:

- 1) Be sure that all copies are legible.

- 2) Place the original order (CIV-GP 112) in the court file.

- 3) Mail the second copy to the appointed Guardian Ad Litem.

- 4) Mail the third copy to the ward.

- 5) E-mail the last copy to the Office of Legal Affairs to: **martinezi@hra.nyc.gov**
The "subject" of the email should be as follows as applicable to the County to which the order was signed:
 - GAL order - Bronx
 - GAL order - Harlem
 - GAL order - Kings
 - GAL order - New York
 - GAL order - Queens
 - GAL order - Richmond

Dated 1/20/2012

/s/
Carol Alt
Chief Clerk