

CIVIL COURT OF THE CITY OF NEW YORK

DIRECTIVES & PROCEDURES

Class: DRP-194-B

Subject: GAL Appointment Order,

(last updated January 1, 2017)

Affirmation and Affidavit of Services

Category: LT-10

Eff. Date: August 25, 2023

BACKGROUND:

The Housing Court appoints over 1400 Guardians Ad Litem (GALs) per year. The NYC Human Resources Administration (HRA) compensates GALs for cases involving a ward that is also an active Adult Protective Services (APS) client, provided certain requirements are met. The Order Appointing a Guardian Ad Litem (GAL) in NYC Civil Court, Housing Part (CIV-GP-112) has been updated to reflect new compensation guidelines, as well as duties of the GAL.

The GAL Affidavit of Services, and the GAL Affirmation of Services, have been updated to reflect new compensation guidelines. These forms continue to identify the work performed by the GAL on behalf of the ward, as well as the outcome of the case.

To reiterate the Court's expectations, the GAL duties, and the necessary requirements for the GAL to receive compensation from HRA, the following policy is being implemented.

POLICY:

Effective August 25, 2023, upon appointment of a GAL, Housing Court Judges shall complete the amended Appointment Order: Guardian Ad Litem (CIV-GP-112), available here: <http://inside-ucs.org/courts/nya2j/pdfs/GAL/GALOrder.pdf>. Alternatively, the form is also available in the "Forms" tab of the UCMS database. Judges may either complete the fillable Order and print it or print the Order and complete it manually. Where an old Order is mistakenly utilized for an appointment made on or after August 25, 2023, the judge shall complete and provide the GAL with a copy of the new amended Order to ensure that the GAL receives appropriate compensation.

Effective August 25, 2023, GALs shall complete the GAL Affidavit of Services or the GAL Affirmation of Services (revised in 2023), whichever is appropriate, upon the completion of their work on a GAL case.

Effective August 25, 2023, all prior versions of the Appointment Order: Guardian Ad Litem (CIV-GP-112), GAL Affidavit of Services, and GAL Affirmation of Services should be discarded. DRP-192, DRP-192-A, DRP-194 and DRP-194-A are hereby rescinded, including CCM198.

