

Procedures - Guardian Ad Litem

Overview

The procedures outlined below should be followed by all parties requesting the appointment of a guardian ad litem, and by the appointed guardian ad litem. These procedures cover requesting appointment of a guardian ad litem, serving the order appointing the guardian ad litem, and submitting the invoices.

Applicability

These procedures apply to all appointments of a guardian ad litem, under 18 U.S.C. § 3509(h)(1) Child Victims' and Child Witnesses' Rights Act or 18 U.S.C. § 5034 Juvenile Delinquency Proceedings.

Procedure

Requesting a Guardian Ad Litem

- The requesting party must file a sealed motion for the appointment of a guardian ad litem. The court will not grant a oral request in open court or make a sua sponte appointment.
- The motion must be filed using the **Sealed Motion for Appointment of Guardian Ad Litem** event located in CM/ECF under Criminal Events>Other Documents>Sealed Documents (in public cases).

Serving the Order Appointing Guardian

- The order appointing the guardian ad litem will be filed under seal.
- The order will direct the moving party to serve a copy of the order on the Clerk of Court or Chief Deputy Clerk. This service shall be made in one of the following ways:
 - Email a redacted copy of the order (marking out any mention of the minor's name in the order) to CM-ECFIntake_OKND@oknd.uscourts.gov. The subject line should read "**Service on Clerk of Court re: Guardian Ad Litem**".
 - Fax a redacted copy of the order to 918-699-4756, attention Clerk of Court.
 - Contact the Clerk of Court and arrange a time to have a copy of order delivered to the clerk's office.
 - Mail a copy of the order to the court, attention Clerk of Court, with delivery receipt requested.

Submitting Invoices for Services Provided by the Guardian Ad Litem

- The order appointing the guardian ad litem will specify a funding limit. The guardian ad litem should invoice the court on a routine basis, either monthly or no less than bi-monthly, in one of the following ways:
 - Email the invoice to CM-ECFIntake_OKND@oknd.uscourts.gov. The subject line should read "**Invoice to Clerk of Court re: Guardian Ad Litem**".
 - Fax the invoice to 918-699-4756, attention Clerk of Court.
 - Mail the invoice to the court, attention Clerk of Court.

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- To exceed the funding limit specified in the order, the guardian ad litem should contact the Clerk of Court (before exceeding the amount) in one of the following ways:
 - Email a request for additional funds (stating the additional amount requested) to CM-ECFIntake_OKND@oknd.uscourts.gov. The subject line should read "Request to Clerk of Court re: Guardian Ad Litem".
 - Fax a request for additional funds to 918-699-4756, attention Clerk of Court.
- Once their service as guardian ad litem has been completed, the guardian ad litem should include, with the submission of their final invoice, a statement indicating that their service as guardian ad litem is complete and this is their final invoice.

Revision History

Date	Description
2022-12-16	Initial document created and published on website.