

INSTRUCTIONS

APPLICATION FOR APPOINTMENT AS A GUARDIAN/ATTORNEY AD LITEM OR MEDIATOR IN THE DALLAS COUNTY FAMILY LAW COURTS

- (1) The following Application MUST be filled out completely and submitted to be considered for appointment as a Guardian Ad Litem, Attorney Ad Litem or Mediator by any Dallas County Family Law Court. Even if you are currently on the list for a court you MUST submit a new application in order to be considered for future appointments.
- (2) Copies of this application may be downloaded from the Dallas County District Clerk's Webpage at <http://www.dallascounty.org/html/citizen-serv/district-clerk/index.html> or the Dallas Bar Association - Family Law Section Webpage at www.dallasfamilylawsection.org All court coordinators have copies of this form.
- (3) Each Family Law Court will establish its own criteria for the appointment of ad litem. However, this form will be used by all courts and will only need to be submitted once to apply for consideration and each time you wish to amend the information contained in the form.
- (4) Please complete the entire form. Just because information is requested does not mean all answers will be used for the appointment by each court.
- (5) Check with each individual court as to its individual criteria for appointment.
- (6) Submit only one copy of the form to the Court Administrator, 254th Judicial District Court, 600 Commerce St., Dallas, TX 75202-4618 or fax it to 214.653.6960.
NO E-MAILED FORMS WILL BE ACCEPTED.
- (7) Copies of your application will be distributed to each court you designate in the application. You only need to submit one copy of this form.
- (8) Please submit an amended application each time your contact information changes. This notification is in addition to the change of address required by the Dallas County District Clerk. The two lists **ARE NOT** interchangeable.
- (9) All applicants who wish to be maintained on the active list for appointments MUST attend at least annually a short program conducted by the Dallas County Family Courts regarding court policies, payment procedures and topics specific to the Dallas County Family Court system. These programs are anticipated to be offered every six months. Once an application is received you will be placed on the active appointment until the next program is scheduled. Any other Guardian/Attorney Ad Litem certification program is encouraged, but is not a substitute for this requirement.
- (10) Applications must be submitted annually.