

<b>SNOHOMISH COUNTY SUPERIOR COURT POLICIES AND PROCEDURES</b>	
Superior Court Operations: Chapter 9	<b>Created Date:</b> 04/27/05
<b>Policy: SCO 9.18 Guardian Ad Litem Payment</b>	<b>Revised Date:</b> 10/12/2017
<b>Signature: <u>MARILYN J. FINSEN</u> Court Administrator</b>	

**POLICY**

Guardian Ad Litem Payment

**APPLICABILITY**

This policy applies to the payment process of Guardian ad Litem performance within their duties for Superior Court.

**DEFINITIONS**

**DEPARTMENT DIRECTIVES**

**A. GUARDIAN AD LITEM PAYMENT PROCESS**

The Superior Court Bench shall adopt a fee scale from which Guardian ad Litem payments shall be administered. The Superior Court Programs Administrator/designee is responsible for the application of the Court’s payment policies and procedures.

His/her designee will work with the Court Commissioners and Judges to ensure that appointment and payment orders are filled out accurately and completely, and, if necessary, submit amended orders to the Court Commissioners or Judges after notice to the parties.

**B. PAYMENT REQUIREMENTS**

Guardians ad Litem appointed at public expense are responsible to manage their assigned cases within the scope and fee scales set by the bench. All bills must be timely and itemized with a copy of the Order Appointing the Guardian ad Litem submitted at the time of billing. Excess fees beyond the set fee schedule must be pre-approved through written request submitted to the Programs Administrator for Superior Court Operations. Generally, pre-approval by the Programs Administrator of excess fees will be limited to no more than six to ten (6-10) hours of service.

In the event a Guardian ad Litem at public expense seeks extraordinary fees beyond the fee scale and excess fee authorization, such request must be made by motion on the family law calendar

with notice to the parties and the Programs Administrator who may provide relevant information to the Court.