

EIGHTH JUDICIAL DISTRICT

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ADMINISTRATIVE POLICY NUMBER 43

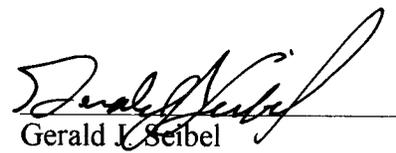
APPOINTMENT OF GUARDIAN AD LITEM

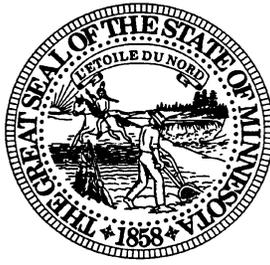
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The Eighth Judicial District Judges met on December 11, 1998 and approved the following policy for the appointment of Guardians ad Litem commensurate with the implementation of the Rules of Guardian ad Litem Procedure on January 1, 1999.

1. When the court determines the need for the appointment of a guardian ad litem, the court shall request that the district program coordinator recommend a guardian ad litem for appointment. In cases where the appointment is statutorily mandated, the request shall be made at the earliest practicable time. The information needed by the coordinator to make a recommendation are as follows: name of county, file number, type of case (i.e. CHIPS, domestic abuse OFP, dissolution with children, etc.), names and dates of birth of the children, names of parents, and date and time request is made. Attachment A is the Transmittal Form that will be used.
2. The program coordinator shall make a recommendation of a guardian ad litem within 36 hours of the receipt of the request from the court. In the absence of the district program coordinator, a district court administration designee will fulfill the selection and notification process.
3. Exercising judicial discretion and applying the factors to be considered in the selection, the court may determine that the recommended guardian ad litem is not appropriate for appointment. The court will communicate the reasons for the determination and the program coordinator will recommend another guardian ad litem for appointment.
4. When the court determines that an emergency exists, requiring the immediate appointment of a guardian ad litem, the court shall make its own selection by applying the factors set forth in Rule 904.02. The court shall then enter an order pursuant to Rule 904.04, setting forth the guardian ad litem's specific role, duties and duration of appointment. This information is to be promptly forwarded to the district program coordinator.
5. Upon completion of an appointed file, the court shall issue an order for dismissal of the guardian ad litem.

Dated: 12/24/98

  
 Gerald J. Seibel  
 Chief Judge  
 Eighth Judicial District



**TRANSMITTAL FORM  
GUARDIAN AD LITEM APPOINTMENTS**

**TO: DISTRICT PROGRAM COORDINATOR**

**FROM:** \_\_\_\_\_  
(Contact Person and County)

**DATE:** \_\_\_\_\_

**JUDGE ASSIGNED:** \_\_\_\_\_

**FILE NO.:** \_\_\_\_\_ **TYPE OF CASE:\*** \_\_\_\_\_

**NAMES AND DATES OF BIRTH OF CHILDREN:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAMES OF PARENTS:** \_\_\_\_\_

\_\_\_\_\_

\* CHP (Child in need of Protection)  
DWC (Dissolution with children)  
FOS (Review of Foster Care Status)  
HAR (Harassment)

OFP (Domestic Abuse)  
PAT (Paternity)  
TRP (Termination of Parental Rights)