**IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS**

In the Matter of: )

 )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, )

Petitioner, ) Case No. DG \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 )

 and ) Division \_\_\_\_\_

 )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. )

Respondent. )

**ORDER APPOINTING GUARDIAN *AD LITEM***

**(GAL PANEL APPOINTMENT)**

**NOW ON** this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 20\_\_\_,the above-captioned matter comes before the Court.

\_\_\_\_\_ Petitioner appears in person pro se.

\_\_\_\_\_ Petitioner appears in person and by counsel, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_ Respondent appears in person pro se.

\_\_\_\_\_ Respondent appears in person and by counsel, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_ \_\_\_ There are no appearances (no hearing held).

After review, and being fully advised in the premises, this Court finds and orders as follows:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, a duly qualified attorney

 (name) (phone)

in Douglas County, Kansas, is hereby appointed as Guardian *ad Litem* for the minor

child(ren), \_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the above-captioned matter.

 (name)

1. The Guardian *ad Litem* shall be served with copies of all pleadings and documents filed herein.
2. The Guardian *ad Litem* must comply with Kansas Supreme Court Rule 110A.
3. The Guardian *ad Litem* shall investigate issues involving: (check those applicable)

\_\_\_\_\_ custody \_\_\_\_\_ parenting time \_\_\_\_\_ residency

\_\_\_\_\_ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. On presentation of a copy of this Order to any agency, organization, person or office, including the clerk of this court, any school personnel, any drug or alcohol treatment provider, any police department or other law enforcement agency, any pediatrician, psychologist, psychiatrist, hospital, mental health facility or other medical health provider or any social worker or social welfare agency, the agency organization, person or office to which the Order is presented shall communicate orally or in writing with the Guardian *ad Litem* about any records or treatment relating to the minor child(ren) and to the minor child(ren)’s parents, and the agency, organization, person or office aforementioned must permit the Guardian *ad Litem* to inspect and copy the records. The Guardian *ad Litem* must keep confidential any information received from the agency, organization, person or office and may not disclose the information except in reports to the court or as otherwise permitted by the Revised Kansas Code for Care of Children, K.S.A. 38-2201 *et seq*.
2. The Guardian *ad Litem* is vested with all powers, privileges, and responsibilities necessary for the full and effective performance of the duties and obligations to the minor child(ren) as set forth in this Order.
3. The Guardian *ad Litem* shall bill for his/her services at the panel rate and shall submit written entries for his/her time upon reasonable requests of the Court and the parties.

|  |
| --- |
| **Guardian *ad Litem* Panel Hourly Fee Schedule**  |
| INDIVIDUAL GROSS INCOME  | HOURLY FEE  | INITIAL DEPOSIT DUE WITHIN 14 DAYS  |
|
| Less than $30,000 | $80 | $1,200 |
| $30,000 - $50,000 | $100 | $1,500 |
|
| $50,001 - $75,000 | $120  | $1,800 |
|
| $75,001 and above | $150 | $2,250 |
|

Each party shall deposit a total sum of fifteen (15) hours at their panel rate with the Guardian *ad Litem* within fourteen (14) days of the date of this Order. Each party shall provide income verification to the Guardian *ad Litem* within fourteen (14) days of the date of this Order. If a party is self-employed, the Guardian *ad Litem* will assume the party is in the highest gross income bracket until the party provides documentation to show otherwise. ***If a party is not currently employed, but is being otherwise supported, a combined household income may be considered by the Court.*** The Order appointing Guardian *ad Litem* will not become ***effective*** until the deposit is paid in full. If the Guardian *ad Litem* fees exceed the amount of the deposit, each party shall contact the Guardian *ad Litem* to pay their portion of the balance due or set up a payment plan. ***The Guardian ad Litem may seek a judgment from the Court for any unpaid fees. Judgments may be secured through all available collection methods by the Guardian ad Litem after made a judgment of the Court. A pattern of unpaid fees may be a cause for contempt of court. The parties are notified that Guardian ad Litem fees are not dischargeable in bankruptcy.*** The Court retains jurisdiction over the fees and may adjust the division between the parties at the time of the final hearing as justice dictates.

8. If either party has a balance due to the *Guardian ad Litem,* Guardian *ad Litem* will notify that Court and may not submit a report or recommendation until payment is remitted.

9. If the Guardian *ad Litem* incurs litigation expenses or costs such as witness fees, records fees, etc. The parties will share the expenses or costs unless the Court orders otherwise.

10. This Order encompasses and is in compliance with the provisions of the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPPA), 45 C.F.R. 164.512(e)(1).

11. The parties or their counsel shall provide the Guardian *ad Litem* with each parent’s contact information within seven (7) days of the entry of the Order. ***Contact information shall include a current domestic relations affidavit, the name, contact number and address of the party’s current employer, and the party’s social security number.***

12. The Guardian *ad Litem* is advised of the hearing scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_ \_\_.M. via Zoom in this division.

**IT IS SO ORDERED.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

JUDGE OF THE DISTRICT COURT