

# TEAM KENTUCKY®

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FINANCE AND  
ADMINISTRATION CABINET

## Guardian Ad Litem

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# GAL/Court Appointed Counsel (CAC) Appointments

- Finance & Administration Cabinet is statutorily responsible for 11 statutes that provide a fee to the GAL or CAC appointed by the court.
  - The fee on the following appointments to be paid shall not exceed \$500:

KRS 620.100	•GAL or CAC appointed to serve as attorney for DNA cases.
KRS 625.0405, .041	•GAL or CAC appointed to serve in voluntary termination of parental rights (TPR) cases.
KRS 625.080	•GAL or CAC appointed to service in involuntary TPR cases.
KRS 202B.210	•GAL appointed to a commitment case.
KRS 199.502	•CAC appointed in an adoption case.
KRS 456.040(1)(a)	•GAL appointed in a dating violence and abuse, sexual assault, or stalking case.
KRS 403.730(1)(a)	•GAL appointed to a domestic violence and abuse case.
KRS 26A.140	•GAL appointed to a child victim case.
KRS 311.732(3)(c),(6)	•GAL appointed in a minor abortion case

# GAL/CAC Appointments (Continued)

- There is not a maximum fee on the following appointment:

KRS 403.100	•GAL for respondent who is incarcerated for a conviction pursuant to KRS Chapter 507, 508, 509, or 510, where petitioner was the victim.
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# Guardian Ad Litem (GAL)

- The Guardian Ad Litem program has significantly improved operational efficiency under the Office of Budget and Fiscal Management.
  - Attorney payments are now processed daily, and advanced tracking mechanisms provide detailed reporting.
  - Increased receipt of payment requests via email has streamlined processes and enhanced efficiency.
  - Designated 4 full-time employees, ensures 100% focus on program operations. This personnel cost is funded within the existing General Administration appropriation.
  - Proper staffing and training have eliminated backlog, and duplicated payment requests can now be accurately identified.
  - Daily management review of eMARS reports further strengthen oversight and accountability.

# GAL Processing Data

<b>Fiscal Year</b>	<b>Total Annual Expenditures</b>	<b>Total Annual Documents Processed</b>	<b>Annual Participating Attorneys</b>
2021	\$11,346,448	23,773	701
2022	\$12,926,271	26,838	689
2023	\$12,733,292	26,317	688
2024	\$12,606,918	25,898	636
2025 (YTD)	\$7,970,228	16,403	579

# Guardian Ad Litem (GAL)

## On a Weekly Basis:

- The Internal Accounting Branch receives approximately 881 forms.
  - The case numbers and reporting mechanisms are utilized to identify duplicate forms submitted.
- Approximately 260 duplicate forms are received.
- Approximately 66 incomplete/inaccurate forms are returned.
- Approximately 525 payments processed.

GAL staff strives to process all payments within the requirements of KRS 45.453.

**GAL/CAC ATTORNEY INFORMATION**

Law Firm/Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Commonwealth of Kentucky eMARS Vendor Number: \_\_\_\_\_  
*(If law firm/attorney has not registered as a vendor with the Commonwealth of Kentucky, please visit [https://vss.ky.gov/vssprod-ext/Advantage\\_vssprod-ext](https://vss.ky.gov/vssprod-ext/Advantage_vssprod-ext) - Welcome to Kentucky's Vendor Self Service to register)*

**CASE INFORMATION**

Case Numbers*:	_____	_____	_____
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\*CR 17.03(5) states, "Counsel fee awards shall not exceed the statutory maximum, regardless of the number of persons represented in a proceeding by the counsel." If more than four case numbers were included in the sibling group for this proceeding, please list the remaining numbers on a separate sheet and attach it to the order.

On \_\_\_\_\_ the above-named Attorney/Law Firm was appointed as either a GAL or CAC in the following case name(s):  
 (date)

in  District Court  Family/Circuit Court in \_\_\_\_\_ County.

If appointed as a CAC in a DNA/TPR case, list client's name and relationship of client to the child(ren): \_\_\_\_\_

I was appointed pursuant to the appropriate Kentucky Revised Statute (KRS) and in the role marked below. *(Check only one box.)*

<b>KRS 620.100</b> DNA Cases	<input type="checkbox"/> GAL for child(ren) – GAL <input type="checkbox"/> CAC for indigent parent – CACP <input type="checkbox"/> CAC for indigent family non-parent exercising custodial control or supervision of the child(ren) – CACF <input type="checkbox"/> CAC for indigent non-family exercising custodial control or supervision of the child(ren) – CACN
<b>KRS 625.0405, .041</b> Voluntary TPR	<input type="checkbox"/> GAL for child(ren) if Cabinet for Health and Family Services (CHFS) receives custody of the child(ren) – GAL <input type="checkbox"/> CAC for parent if TPR is not granted or if CHFS receives custody of the child(ren) – CACP
<b>KRS 625.080</b> Involuntary TPR	<input type="checkbox"/> GAL for child(ren) if CHFS is the proposed custodian of the child(ren) – GAL <input type="checkbox"/> CAC for indigent parent – CACP
<b>KRS 202B.210</b> Commitment	<input type="checkbox"/> Private counsel appointed for individual alleged to have an intellectual disability – GAL
<b>KRS 311.732(3)(c)</b> Minor Abortion	<input type="checkbox"/> GAL/CAC for minor on a petition seeking self-consent for an abortion – GAL
<b>KRS 199.502(3)(b)</b> Adoption	<input type="checkbox"/> CAC for biological parent who does not consent to the adoption and the petitioner is the child's blood relative or fictive kin in accordance with KRS 199.470(4)(a) – CACP
<b>KRS 403.100</b> Dissolution/Custody	<input type="checkbox"/> GAL for respondent who is incarcerated for a conviction pursuant to KRS Chapter 507, 508, 509, or 510, where petitioner was the victim – GAL
<b>KRS 456.035(2)</b> Dating Violence & Abuse	<input type="checkbox"/> GAL for a minor respondent in a dating violence and abuse, sexual assault or stalking case. - GAL
<b>KRS 403.727(2)</b> GAL Domestic Violence & Abuse	<input type="checkbox"/> GAL for a minor respondent to the action or a petitioner which is in an alleged victim of domestic violence and abuse.
<b>KRS 26A.140(1)(a)</b> Child Victim	<input type="checkbox"/> GAL appointed to a child victim. - GAL

**GAL/CAC ATTORNEY INFORMATION CONTINUATION PAGE**

**CASE INFORMATION FROM PAGE 1**

Case Numbers*:	_____	_____	_____
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Case number(s) must be entered and duplicate case numbers from Page 1. Failure to complete accurately will result in the FINGAL form being returned.

- Counsel certifies that he/she performed duties justifying the fees requested on this form.
- Counsel certifies that he/she has not been paid the statutory maximum amount by the Commonwealth related to this appointment.
- If the Commonwealth has not paid the maximum fee for this appointment, counsel certifies he/she has already been paid \_\_\_\_\_.
- Counsel certifies that he/she has not been paid by the client or by anyone on his/her/their behalf.

It is hereby ordered that said Attorney/Law Firm be awarded a fee of \_\_\_\_\_.

_____	_____
Date	Attorney's Signature
_____	_____
Date	Judge's Signature
	_____
	Judge's Printed or Typed Name

• All forms must be completed accurately

• Must be signed by the attorney, judge, and have an "entered" stamp from the court.

# Guardian Ad Litem (GAL)

## How are payments processed?

- Request for payment must be submitted on a specified form
  - This form can be submitted by email (67%), mail (32%), or by fax (1%).
- Each form undergoes a pre-audit to ensure accuracy and completeness.
  - If the form does not meet the pre-audit requirement, it must be returned to the applicable attorney for correction(s) and resubmission before payment can be processed.
- All payment information is entered into eMARS.
  - Each payment is thoroughly reviewed before final approval in eMARS.
- Upon final approval a check/electronic fund transfer is issued.