

**Checklists for Report on Appointments and Fees Approved**

***Appellate, Justice and Municipal Courts***

For appointments as attorney ad litem, competency evaluator, guardian, guardian ad litem, or mediator

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| CHECKLIST for appointments |
| [ ]  | Case number and style |  |
| [ ]  | Name of person or entity appointed |  |
| [ ]  | Position to which appointed |  |
| [ ]  | Date of appointment |  |

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| --- |
| CHECKLIST for orders approving payment |
| [ ]  | Case Number and Style |  |
| [ ]  | Name of person or entity appointed |  |
| [ ]  | Position to which appointed |  |
| [ ]  | Date of approval of fee |  |
| [ ]  | Source of fees |  |
| [ ]  | Amount of fees approved |  |
|  | If fees exceed $1,000: |  |
| [ ]  | Number of hours billed for work performed |  |
| [ ]  | Billed expenses |  |

For more information about the reporting requirements, visit <http://www.txcourts.gov/reporting-to-oca.aspx>.