



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

CHECKLIST FOR APPOINTMENTS	
<input type="checkbox"/>	Case number and style
<input type="checkbox"/>	Name of person or entity appointed
<input type="checkbox"/>	Position to which appointed
<input type="checkbox"/>	Date of appointment

CHECKLIST FOR ORDERS APPROVING PAYMENT	
<input type="checkbox"/>	Case Number and Style
<input type="checkbox"/>	Name of person or entity appointed
<input type="checkbox"/>	Position to which appointed
<input type="checkbox"/>	Date of approval of fee
<input type="checkbox"/>	Source of fees
<input type="checkbox"/>	Amount of fees approved
	If fees exceed \$1,000:
<input type="checkbox"/>	Number of hours billed for work performed
<input type="checkbox"/>	Billed expenses

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