



Checklists for Report on Appointments and Fees Approved *District and County Courts*

To enable compliance by district clerks and county clerks with the reporting requirements of Section 36.004 of the Government Code:

These requirements apply to all case types for appointments as attorney ad litem, competency evaluator, guardian, guardian ad litem, or mediator.

In order to get the clerks the information they need to prepare the report, it is recommended that:

- Each appointment be made by written order or some other process to document the appointment.
- Each approval of the payment be accomplished by a separate written order or similar process.

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"/>	Relationship to ward or deceased, if relevant	Indicate: Attorney, private professional guardian, public guardianship program or friend/family member
<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"/>	Relationship to ward or deceased, if relevant	Indicate: Attorney, private professional guardian, public guardianship program or friend/family member
<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>.