

Guardian ad Litem Emergency Custody Docket Procedure

The Case Management Clerk designated by the Court will maintain the calendar for GALs to sign up approximately 60 days in advance for 8:30 a.m. and 3:00 p.m. Emergency Custody (EC) hearings.

GALs can access the calendar to sign up at any time commencing the 15th day of each month.

GALs will be limited to signing up for one EC session per month (cases heard at either 8:30 or 3:00). **GALs are expected to attend the EC hearings.**

There will be one GAL slot for each EC session (2 GALs per day at Metzenbaum and at Whitlatch).

The Court Services Department will monitor the calendar to ensure all children who are the subjects of EC hearings have an assigned GAL who will appear at the EC hearing and that **all GALs who indicate their availability for appointments on a particular day do receive appointments on the ECs heard during their designated session.**

The Court Services Department will contact the GAL Project 30 days in advance of a hearing date if no GAL is signed up for ECs on the particular date/time.

The GAL Project will notify GALs of the availability of additional EC sessions. A GAL may then sign up for one additional EC session per month.

The Court Services Department will provide a copy of the GAL calendar to all jurists.

Jurists may not schedule GALs for a conflicting hearing during the time the GAL is already committed to the EC docket.

Jurists may not replace the GAL who committed to the EC docket with a different GAL.

The APA will notify the previous GAL of an EC hearing that relates to a re-filing.

With respect to re-filings, previous GALs will receive the appointments. The GALs who signed the calendar for ECs will not receive the appointments when matters are re-filed.

GALs are not guaranteed an appointment for the EC session for which they indicate their ability to attend and desire to be appointed. If there are no EC hearings that day, the GAL will not receive an appointment.