

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA**

**GENERAL ORDER REGARDING APPOINTMENT AND COMPENSATION OF
GUARDIANS AD LITEM (GAL)**

Considering the unanimous consent of the Judges of the United States District Court for the Eastern District of Louisiana on December 18, 2024, concerning the establishment of a standardized process for the appointment and compensation of guardians ad litem in accordance with Title 18, United States Code, Section 3509(h)(1) (Child Victims' and Child Witnesses' Rights Act):

IT IS ORDERED that, to be eligible to serve as a guardian ad litem, an attorney must be a member of the bar of the Eastern District of Louisiana or be admitted pro hac vice in accordance with the Local Rules and must have satisfactorily completed training and an application as determined by the Criminal Law Committee of the En Banc Court of the Eastern District of Louisiana.

IT IS FURTHER ORDERED that, upon completion of the application and acceptance by the Criminal Law Committee of the En Banc Court of the Eastern District of Louisiana, the name of the applicant shall be placed on the roster maintained by the Clerk of Court of attorneys eligible to serve as guardians ad litem maintained by the Clerk of Court for matters pending in the District.

IT IS FURTHER ORDERED that a guardian ad litem appointment may result either from a motion filed by a party to a pending matter or from a *sua sponte* appointment by the presiding judge. A party seeking appointment of a guardian ad litem shall file the pleading under seal in the applicable proceeding. In deciding whether to appoint guardian ad litem, the presiding judge shall

consider the factors set forth in Title 18, United States Code, Section 3509(h)(1). An order appointing a guardian ad litem shall specify a funding limit and the appointment shall not extend beyond September 30th, the end of the fiscal year in which the order is issued. Upon motion of the guardian ad litem or *sua sponte* order of the presiding judge, the presiding judge may renew the appointment for the next fiscal year beginning on October 1st.

IT IS FURTHER ORDERED that a duly appointed guardian ad litem shall be compensated for fees at the then-current Criminal Justice Act (CJA) panel rate. Expenses incurred by the guardian ad litem that exceed the limit allowable by the current CJA schedule may be reimbursable at the discretion of the presiding judge, consistent with the costs allowed by the CJA, by seeking prior approval from the presiding judge. Requests for reimbursement of costs shall specify the types of costs to be incurred and include a maximum amount.

IT IS FURTHER ORDERED that a guardian ad litem shall not exceed the funding limit in the appointment order, including fees and costs, without seeking prior approval in writing from the presiding judge. The submission shall include an explanation and justification, estimation of the additional amount needed, and, if available, supporting documentation. Requests to exceed the amount authorized shall be by motion to the presiding judge submitted under seal.


IT IS FURTHER ORDERED that, should an appointed guardian ad litem deem it necessary to retain an expert to assist in fulfilling the duties and obligations of the appointment, the guardian ad litem shall first seek leave of the Court in advance of engaging an expert and supply sufficient justification and a funding estimate. To request compensation for a duly authorized expert, the guardian ad litem shall employ the same process as when seeking compensation for a guardian ad litem. An expert's costs and expenses shall not be paid unless the

guardian ad litem obtains approval of the Court prior to engaging the expert and incurring expert costs and expenses.

IT IS FURTHER ORDERED that a duly appointed guardian ad litem shall submit an invoice seeking compensation for fees and expenses incurred that quarter to the Clerk of Court and at least quarterly and, no later than December 31st, March 31st, June 30th, and September 30th, in a manner specified by the Court. Invoices seeking compensation for all fees and expenses must be submitted timely or be subject to automatic declination. The submission shall include documentation to support the amount requested. Compensation requests shall be submitted by *ex parte* motion filed with the Clerk of Court under seal. Upon approval by the presiding judge and allocation of funds to the Court, fees and expenses for guardians ad litem appointed pursuant to this order shall be paid by the Court.

IT IS FURTHER ORDERED that, once their service as guardian ad litem has been completed, the guardian ad litem shall note on the submission of the final invoice, a statement indicating that their final invoice has been submitted.

New Orleans, Louisiana, this 7th day of January, 2025.


NANNETTE JOLIVETTE BROWN
CHIEF JUDGE
UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA

APPLICATION FOR MEMBERSHIP IN THE GUARDIAN AD LITEM PANEL

FOR THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA

ALL QUESTIONS MUST BE ANSWERED

APPLICATION OF _____

1. Date admitted to practice law in the State of Louisiana: ____/____/____

Date admitted to practice in the United States District Court
for the Eastern District of Louisiana: ____/____/____

Date admitted to practice in other jurisdictions:

Name of Court	Location	Date Admitted
		____/____/____
		____/____/____
		____/____/____
		____/____/____
		____/____/____

2. I have been engaged in the active practice of criminal law since ____/____/____, and am an active member of the Louisiana State Bar.

3. Have you ever been disciplined by the bar of any state or by any court?
_____. If yes, explain on an attached sheet.

4. During the five years preceding this application, have you been arrested, summoned, charged or convicted of any criminal offense (excluding minor traffic violations)? _____.
If yes, explain on an attached sheet.

5. Have you ever been the subject of an investigation regarding child welfare, safety, abuse, or exploitation? _____.
If yes, explain on an attached sheet.

6. List what percentage of your practice is devoted to criminal _____ or civil _____ law.

7. On an attached sheet briefly summarize your courtroom experience in the last five years, giving particular emphasis to criminal proceedings. Include the following:

- a.) Jurisdiction(s), including federal or state
- b.) Type of proceeding(s)
- c.) Nature of the offense(s)

8. Do you have any experience representing minors? _____. If yes, provide detailed explanation on an attached sheet.
9. Do you have any experience with a foreign language? _____.
If so, level of proficiency: _____ Conversational _____ Fluent _____ Other
10. Have you ever been employed as a prosecutor, public defender, or law clerk to a judge or justice? _____. Name of office or judge and dates of employment:

11. Have you completed the required six (6) hours of training or education relevant to social service programs, child abuse issues, and/or the representation of children in need of care? _____.

Examples of relevant continuing education programs are described in LASC Rule XXXIII, Part III, Subpart I, Section 3, and may be found on the websites of the Childrens Law Advocacy Resources Online (CLARO), www.clarola.org, and the Louisiana Supreme Court's Children and Families Division, www.lasc.org/childrenfamilies.

If yes, attach documentation detailing the amount, date, type completed.
12. Do you understand you are required to complete an additional three (3) hours of relevant education during each successive year to remain a member of the Guardian Ad Litem panel? _____. If yes, please note you must submit proof to the Clerk of Court that you satisfied the annual training requirement on or before January 31 of the year in which you wish to remain eligible to serve as a Guardian Ad Litem.
13. Do you have any other training or experience that would qualify you for membership in the panel?

14. Have you read, and do you understand, Title 18, United States Code, Section 3509, which codifies the rights of child victims and child witnesses in federal criminal matters, including subsection 3509(h), which addresses the duties and responsibilities of guardians ad litem? _____.
15. Professional references: (List at least two individuals familiar with applicant's professional competence. Your references may, but need not be, attorneys or judges.)

I hereby authorize all educational institutions, government agencies and instrumentalities (including bar associations and bar examiners of other jurisdictions), employers and business and professional associates (past and present), to release to the Guardian Ad Litem Subcommittee of the Criminal Law Committee of the United States District Court for the Eastern District of Louisiana, any non-privileged information, files or records requested by them for the purpose of processing this application.

I further state that I have reviewed and agree to comply with the General Order Regarding Appointment and Compensation of Guardians Ad Litem and the documents referenced therein.

I further state that I have carefully read the foregoing application and certify that the information herein is true to the best of my knowledge and belief. I fully understand that failure to make a truthful disclosure of any fact or item of information required may result in the denial of my application, and such other action as the court deems appropriate.

SIGNATURE OF APPLICANT

DATE

Name: *(Last, First, Middle Initial)*

Firm: *(If Applicable)*

Address: *(Street, City, State, Zip)*

Phone Number:

Fax Number:

Cell Phone Number:

Bar Roll Number:

E-Mail Address:

Social Security Number:

Tax ID Number: *(If Applicable)*

Submit completed application for processing via email to:

Guardian_Ad_Litem@laed.uscourts.gov