

Notice Regarding Appointments and Fees

Chapter 36 of the Texas Government Code requires the clerk of each court in the state to prepare a report every month on court appointments made and fees paid for an **attorney ad litem, guardian ad litem, guardian, mediator or competency evaluator in any case**, with a few exceptions. Therefore, it is asked that each appointment be made by written order or some other process to document the appointment, and each approval of payment be accomplished by a separate written order or similar process.

For each **appointment** approved, the clerk must report:

- The name of the person appointed
- The State Bar Card Number of Appointee, if an attorney
- The position to which appointed (attorney ad litem, guardian ad litem, guardian, mediator or competency evaluator)
- The relationship of the appointee to the ward or deceased (attorney, friend or family member, private prof guardian, or public guardianship program)
- The date of the appointment

For each **payment** approved, the clerk must report:

- The name of the person appointed
- The State Bar Card Number of Appointee, if an attorney
- The position to which appointed (attorney ad litem, guardian ad litem, guardian, mediator or competency evaluator)
- The relationship to the ward or deceased (attorney, friend or family member, private professional guardian, or public guardianship program)
- The date of approval of fee
- The source of the fee (applicant, estate, insurance, court registry, named individual, etc)
- The amount approved

In cases which the total amount of compensation paid to an appointee exceeds \$1,000 for the month, the clerk must also report:

- The number of hours billed
- Total billed expenses

The Panola County Clerk's office requests that all orders appointing and orders for payment in any of the above categories include the required information.

For additional information and sample forms, please visit:

<http://www.txcourts.gov/reporting-to-oca/appointments-and-fees/district-county>