

## 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>**