

Mail Application to:
Probate and Family Court
Administrative Office
John Adams Courthouse
One Pemberton Square
Mezzanine
Boston, MA 02108

APPLICATION
to the
Probate and Family Court Department
for Appointment as Guardian *ad litem*
Category F - ATTORNEY

FOR COURT USE ONLY

Initial Review _____

Approved _____

Entered _____

Name: _____
Firm/Organization Name: _____
Address: _____
Telephone Number: _____ E-Mail Address: _____
B.B.O. Number: _____ Website: _____
Proficient in the following languages: _____
Special experience/expertise (optional): _____

I certify that I was admitted to practice before the Supreme Judicial Court on _____, that I remain in good standing to practice before the courts of the Commonwealth of Massachusetts, and that I have not been convicted of any felony.

I further certify that:

- I have had at least three years of experience practicing in the domestic relations field in the Probate and Family Court Department including cases involving divorce, parenting time, paternity, custody, visitation, child support, alimony and contempt;
- AND**
- I have the required experience and expertise to serve as a guardian *ad litem* pursuant to G. L. c. 215, §§ 56A, 56B, G. L. c. 190B, §§ 1-404, 5-106(b), a guardian pursuant to G. L. c. 208, § 15, and counsel pursuant to G. L. c. 208, § 16.

My current hourly rate is \$ _____.

I currently have professional liability insurance with coverage of \$100,000 or more. A copy of the insurance binder is included with this application.

I agree that, if offered, I will accept each year, at least one case paid by the Commonwealth at the hourly rate set by the Trial Court.

I request and will accept appointments from the following (**maximum of four**) divisions of the Probate and Family Court Department:

- Barnstable Berkshire Bristol Dukes Essex Franklin Hampden
 Hampshire Middlesex Nantucket Norfolk Plymouth Suffolk Worcester

I understand that this application is for appointment as:

Guardian *ad litem* investigator for domestic relations or custody/visitation/adoption issues pursuant to G. L. c. 215, § 56A, 56B
Guardian *ad litem* or next friend pursuant to G. L. c. 190B, §§ 1-404, 5-106(b), guardian pursuant to G. L. c. 208, § 15, and
counsel pursuant to G. L. c. 208, § 16.

If this application is APPROVED, I understand that:

1. When I am appointed by the Court, I may not delegate any aspect of that appointment to anyone else.
2. If I am appointed as guardian *ad litem* and a person with an appearance in the case requests a certificate of my professional liability insurance, I will provide the certificate within seven days of such request.
3. After the initial application screening process, I must attend the mandatory two day training before my name is added to the fee generating appointment list.
4. To remain on this list for appointments, I understand that I am required to attend, on an annual basis, the mandatory training set forth by the Administrative Office of the Probate and Family Court Department. I understand that if I have not provided the necessary certificate of completion of this training, along with the certificate of good standing from the SJC issued not more than 30 days prior, by December 15th of each year, I will be removed from the list and be ineligible for appointments.

WITH THIS APPLICATION, I AM SUBMITTING THE FOLLOWING:

- a copy of my resumé or *curriculum vita*;
- a copy of my insurance binder;
- a certificate of good standing, dated within the past 30 days, from the Supreme Judicial Court; and
- a writing sample (e.g. PreTrial Memo, Trial Memo, Memorandum of Law, etc.) prepared solely by the applicant, and no longer than ten (10) pages, with identifying information redacted.

- I agree that the Administrative Office may access a CARI (Criminal Activity Record Information) report. I understand that this is required as a condition of my inclusion on the fee generating appointment list and, that the report will be kept confidential at the Probate and Family Court Administrative Office.

SIGNED UNDER THE PENALTIES OF PERJURY

I certify under the penalties of perjury that the foregoing statements are true to the best of my knowledge and belief.

Date: _____ Signature: _____