

CIVIL COURT OF THE CITY OF NEW YORK
COUNTY OF _____
HOUSING PART _____

Petitioner/Landlord,

-against-

Respondent/Tenant(s)

Index No.: _____

GUARDIAN AD LITEM'S
AFFIRMATION OF
SERVICES

The undersigned, _____, an attorney admitted to practice law before the courts of the state of New York affirms the following to be true under the penalties of perjury:

1. I submit this affirmation of services to the Court pursuant to CPLR 1204 for services rendered herein as Guardian ad Litem (GAL) for: _____, a respondent/tenant in this matter.

2. I was appointed GAL for my ward by the Court on: _____.

3. Subject to certain requirements and limitations, the New York City Human Resources Administration (HRA) has agreed to pay \$750.00 to individuals such as me who serve as Guardians ad Litem to clients of HRA's Adult Protective Services program (APS).

4. While this case was pending, my ward (1) is or was either (a) an active APS client or (b) a client of another HRA program on behalf of whom APS nevertheless consented to compensate me for my services as GAL or (2) was referred to APS and is still under assessment for eligibility for APS services.

5. As required by HRA as a prerequisite to payment, I submitted a completed “GAL Introduction Letter to APS” form electronically to HRA at APSCourtPayment@hra.nyc.gov or by fax at (917) 639-0364 on _____, which was within ten days of my appointment.

6. At or around the same time I completed this affidavit of services, I submitted a copy of it to HRA electronically at APSCourtPayment@hra.nyc.gov or by fax at (917) 639-0364 in order to request compensation for my services in this matter from HRA.

7. My appointment in this matter has concluded as this case has been resolved in the following manner (choose one):

- The petitioner/landlord withdrew its petition or the case was otherwise dismissed.
- The petitioner/landlord obtained a final judgment of possession after a trial.
- The case was settled by stipulation.
- Other: _____

8. The following is a description of the outcome of the case or the terms of settlement:

9. I fulfilled the following minimum requirements in the representation of my ward:

- I submitted a completed “GAL Introduction Letter” form to HRA electronically at APSCourtPayment@hra.nyc.gov or by fax at (917) 639-0364 within ten calendar days of my appointment.
- I met with my ward personally.
- I discussed the case with APS.
- I investigated and brought to the Court’s attention all facts important to my ward’s case.

I investigated as to whether my ward qualified for any social services that could help resolve this case and made every effort to help my ward obtain such services.

I appeared on all court dates subsequent to my appointment.

I recommended a final outcome to the case to the Court that was in the best interest of my ward and told the Court how my ward felt about my recommendation.

I resolved the case.

10. If I failed to fulfill any of the minimum requirements in paragraph nine above, it was because such activities were impossible or unnecessary because:

11. I ask HRA to consent to compensate me in the amount of \$750.

Signature: _____

Date: _____