



Affidavit of Services: Guardian Ad Litem

(08/2023)

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nycourthelp.gov

New York City Civil Court, Housing Part _____

County of _____

Petitioner (person starting the case):

Respondent (person responding to the case):

Index #: _____

STATE OF NEW YORK

COUNTY OF _____

The undersigned, _____, being duly sworn, deposes and swears the following to be true under the penalties of perjury:

1. I submit this Affidavit of Services to the Court pursuant to CPLR § 1204 for services I performed as Guardian ad Litem (GAL) for: _____, a respondent in this matter.
2. The Court appointed me to serve as the respondent's GAL on: ____/____/____.
3. Subject to certain requirements and limitations, set forth in paragraph 4, the New York City Human Resources Administration (HRA) agrees to pay \$1050 to GALs appointed to advocate on behalf of HRA clients who are in Court proceedings.
4. The respondent was a client of Adult Protective Services (APS) or another HRA Program at the time of my appointment, *or*

The respondent later became a client of APS or another HRA Program during the period when I was formally appointed as GAL to the respondent's court case, *and*

APS has agreed to compensate GALs appointed to clients of that other HRA program.

5. NYC HRA /Department of Social Services (DSS) shall pay me as appointed GAL, upon consent, the sum of \$1050 after I send them a copy of the Affidavit of Services filed in Court (CPLR § 1204) and any other required documents listed here:
<http://nycourts.gov/courts/nyc/housing/GALexisting.shtml#payment>
6. My appointment as GAL does not end until all settlement terms are completed and all referrals to DSS or other social or charitable services are followed-up on. Should the case be restored to the calendar for any reason, I understand that I remain responsible for any outstanding advocacy work on behalf of the respondent. The Court may terminate my GAL appointment sooner.



- 7. As required by HRA to receive payment, I submitted a completed "GAL Introduction Letter to APS" form to HRA on ____/____/____, which was within ten days of my appointment.
- 8. At or around the same time I completed this Affidavit of Services, I submitted an electronic or faxed copy of it to HRA to request compensation for my services in this matter.
- 9. My appointment in this matter has concluded because this case has been resolved in the following manner (choose one):
 - The petitioner/landlord withdrew their petition, or the case was otherwise dismissed.
 - The petitioner/landlord obtained a final judgment of possession after a trial.
 - The case was settled by agreement (stipulation).
 - Other: _____

10. The following is a description of the outcome of the case or the agreement (settlement):

11. I fulfilled the following minimum requirements in the representation of the respondent:
- I submitted a completed "GAL Introduction Letter" form to HRA within ten calendar days of my appointment.
 - I personally met with the respondent.
 - I discussed the case with APS.
 - I investigated and brought to the Court's attention all facts important to the respondent's case.
 - I investigated as to whether the respondent qualified for any social services that could help resolve this case and made every effort to help the respondent obtain such services.
 - I appeared on all court dates after my appointment.
 - I recommended a final solution for the case, to the Court, that was in the best interest of the respondent and informed the Court how the respondent felt about my recommendation.

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

13. I ask HRA to agree to compensate me in the amount of \$1050.

Signature: _____ Date: ____/____/____

Sworn to before me this ____ day of _____, 20____.

 Notary Public