

PART 36 – APPOINTMENTS

PRIVATELY PAID ATTORNEY FOR THE CHILD APPOINTMENT PROCESS

Attorneys who are eligible for appointment as privately paid attorney for the child should be in compliance with the Rules of the Chief Judge Pursuant to 22 NYCRR Part 36. It is incumbent upon the attorney to familiarize yourselves with the requirements and reporting obligations of 22 NYCRR Part 36. Please note that compliance is strictly monitored by the Office of Court Administration.

You should be particularly mindful that within thirty days of your appointment, you are responsible for receiving and completing the Certificate of Compliance pursuant to 22 NYCRR Part 36.4 (a) (1) which is provided to you by the Fiduciary Clerk of your court. You should also familiarize yourselves with those forms which must be completed upon seeking approval of compensation pursuant to 22 NYCRR Part 36.4 (b) (1).

COMPENSATION

In order to obtain compensation, an attorney must submit the following:

- a) Appointment Order (UCS 880)
- b) Affirmation of Services Form (UCS 881)
- c) The order approving Law Guardian Compensation (UCS 882) and, if applicable
- d) A copy of any previous order approving compensation in the case

The submitted forms must include affidavits of service to all applicable parties in the case. The Approval of Compensation Form (UCS 875) will also be generated by the Fiduciary Clerk and forwarded to the assigned judge for signature with any request for law guardian compensation.

For assistance, please refer to the sample Orders on our website.