



## Checklists for Report on Appointments and Fees Approved *District and County Courts*

To enable compliance by district clerks and county clerks with the reporting requirements of Section 36.004 of the Government Code and [Supreme Court Order 07-9188](#):

- each appointment must be made by written order
- each approval of the payment of a fee must be accomplished by a separate written order, and
- orders making appointments or approving the payment of fees are to be sufficiently specific to enable the clerks to prepare the required monthly reports.

These requirements apply to:

- All case types for appointments as attorney ad litem, competency evaluator, guardian, guardian ad litem, or mediator
- Civil, family, and probate cases for all other appointments

CHECKLIST FOR APPOINTMENTS		
<input type="checkbox"/>	Case number and style	
<input type="checkbox"/>	Name of person or entity appointed	
<input type="checkbox"/>	Position to which appointed	
<input type="checkbox"/>	Relationship to ward or deceased, if relevant	Indicate: Attorney, private professional guardian, public guardianship program or friend/family member
<input type="checkbox"/>	Date of appointment	

CHECKLIST FOR ORDERS APPROVING PAYMENT		
<input type="checkbox"/>	Case Number and Style	
<input type="checkbox"/>	Name of person or entity appointed	
<input type="checkbox"/>	Position to which appointed	
<input type="checkbox"/>	Relationship to ward or deceased, if relevant	Indicate: Attorney, private professional guardian, public guardianship program or friend/family member
<input type="checkbox"/>	Date of approval of fee	
<input type="checkbox"/>	Source of fees	
<input type="checkbox"/>	Amount of fees approved	
	If fees exceed \$1,000:	
<input type="checkbox"/>	Number of hours billed for work performed	
<input type="checkbox"/>	Billed expenses	

For more information about the reporting requirements, visit <http://www.txcourts.gov/reporting-to-oca.aspx>.