

Mary Brown  
District Judge

Drew Ten Eyck  
Associate Judge



Catherine Nicholson  
Court Administrator

Shantel Beheler  
Court Reporter

## 301<sup>st</sup> JUDICIAL DISTRICT COURT

600 COMMERCE STREET  
DALLAS, TEXAS 75202  
214.653.7407

### INSTRUCTIONS FOR APPLICATION FOR APPOINTMENT AS A GUARDIAN/ATTORNEY AD LITEM OR MEDIATOR IN THE 301<sup>st</sup> JUDICIAL DISTRICT COURT

- Applications **MUST** be filled out completely and submitted along with a copy of your resume and any relevant certificates to be considered for any appointment as a Guardian Ad Litem, Attorney Ad Litem or Mediator. Failure to complete the application in full and attach all requested information may result in it being rejected.
- Each Court maintains and posts their own list. You must submit an application to the Court Administrator for each Court.
- You may email your application for the 301<sup>st</sup> Judicial District Court by sending it to [cnicholson@dallascounty.org](mailto:cnicholson@dallascounty.org) during the month of August to be considered for the following fiscal year.
- Please submit an amended application each time your contact information changes. This notification is in addition to the change of address required by the Dallas County District Clerk. The two lists **ARE NOT** interchangeable.
- Applications must be resubmitted annually.
- The Approved List of Ad Litem and Mediators will be posted both on-line and outside the main courtroom of the 301<sup>st</sup> Judicial District Court at the beginning of the fiscal year. Applications should be submitted during the month of August to be considered for the following fiscal year.

#### **TEXAS GOVERNMENT CODE§ 37.004. Appointment of Attorneys Ad Litem, Guardians Ad Litem, Mediators, and Guardians; Maintenance of Lists**

(c) The court may appoint a person included on the applicable list whose name does not appear first on the list, or a person who meets statutory or other requirements to serve and who is not included on the list, if the appointment of that person as attorney ad litem, guardian ad litem, or guardian is agreed on by the parties and approved by the court.

(d) On finding good cause, the court may appoint a person included on the applicable list whose name does not appear first on the list, or a person who meets statutory or other requirements to serve on the case and who is not included on the list, if the appointment of that person as attorney ad litem, guardian ad litem, mediator, or guardian is required on a complex matter because the person: (1) possesses relevant specialized education, training, certification, skill, language proficiency, or knowledge of the subject matter of the case; (2) has relevant prior involvement with the parties or case; or (3) is in a relevant geographic location.