

# West Virginia Guardian Ad Litem Invoice Submission Requirements

Guardian Ad Litem Invoice Forms have been updated to reflect use by Circuit, Family and Magistrate Court. Before submitting an invoice for payment, please refer to the bullet points below:

- **Use the most current Invoice Form and Recommended Payment Order**

- Current forms are located at [www.courtswv.gov](http://www.courtswv.gov).

- Locate the **Public Resources** section.
- Click on **Court Forms**.
- After you click on **Court Forms**, scroll to and click Guardian Ad Litem Proceedings Forms.
- Select the correct **county** and **court** from the drop-down box.
  - The county and court will populate throughout the form.



- **Name of Client(s)**

- If you were appointed on behalf of a minor(s) or protected person(s), please include only the first and last initial of their name throughout the invoice.

- **Regarding Payment Information**

- **Registered Vendor Name**

- Ensure the *Registered Vendor Name* is an exact match to the registered vendor name with the State and the name registered with the Secretary of State.
- Only the *Registered Vendor Name* should be included on this line.
- If your *Registered Vendor Name* includes LC or PLLC, it must be included.
- If your *Registered Vendor Name* includes **The** it must be included.
- A 3<sup>rd</sup> party payee is not part of your registered vendor name.

- **Address for Remittance**

- Please use the correct and complete registered vendor payment address.
- Only the registered vendor payment address should be included on this line.
- If you use a 3<sup>rd</sup> party payee, their information is the only information that should be included here. Example, **c/o 3<sup>rd</sup> party payee name and address**.
- Your address should not appear anywhere on the invoice packet if you use a 3<sup>rd</sup> party payee.

- **F.E.I.N./Social Security Number**

- This is the registered Taxpayer Identification Number associated with the Registered Vendor Name and Vendor Address.
- Include only the last 4 digits of your FEIN or Social Security number.

- **Address Changes or New Vendors**

- Please enclose a completed, original W-9 form with your Invoice.
- Corrections to W-9 will not be accepted, i.e. white out, scratch out, strike through.

- **Billing Quarters**
  - Open appointments - submit invoices quarterly and before the 10<sup>th</sup> of the month following the end of the quarter.
    - Quarter 1 - January 1 through March 31
    - Quarter 2 – April 1 through June 30
    - Quarter 3 – July 1 through September 30
    - Quarter 4 – October 1 through December 31
  - If an appointment ends during a quarter, the invoice may be submitted at any point within the current quarter.
  
- **Mileage Reimbursement**
  - Use the current mileage rate, which often changes around January 1st of each year.
  - If you are unsure of the current rate, please refer to [www.gsa.gov](http://www.gsa.gov).
    - You will find the current mileage rate and archived mileage rates when you click **Travel** and then click **POV Mileage Reimbursement Rates**.
  
- **Out-of-Pocket Expenses**
  - Include out-of-pocket expense receipt(s) with your invoice.
  - Redact account number; replace names with initials for minors and protected persons.
  - Please note that Trial Court Rule 21.06 excludes reimbursement for coping costs, postage, long distance telephones calls, paralegal/secretarial services, and/or fees charged for invoice preparation.
  
- **Invoice Fee Cap**
  - Invoices that exceed the \$3,000.00 fee cap for GAL Services requires a fee exception request from the appointing judge.
  - If the current invoice in combination with previously paid invoices exceed the fee cap of \$3,000.00, a fee exception request from the appointing judge is required.
  - Please have the appointing court submit a fee exception request along with the invoice to the Court Services Division, explaining why the additional amount should be permitted.
  - Court Services will then consider increasing the fee in the case.
  
- **Invoice Submission**
  - Once you have completed the invoice, please send it to the appointing court for approval.
  - After the invoice has been reviewed and approved, the Judge/Magistrate staff will submit the Original Invoice and Order Recommending Payment to the Clerk of the Court.
  - The Clerk of the Court will submit the Invoice and the Order Recommending Payment to the Supreme Court of Appeals of WV, Division of Court Services for processing.

- **Administrative Office Processing**

- The AO is limited in types of corrections we are permitted to make to the invoices.
  - Invoices may be reduced but not increased. Reason being, a judge's recommended payment order cannot be increased.
    - For example- if you submit mileage at a lesser rate, the AO will not correct it giving you the higher rate. If you submit mileage at a higher rate, the AO will reduce it to the correct rate.
  - Changes to vendor information is not permitted by AO
    - This includes vendor name and address on the invoice and recommended payment order.
    - Changes must be made by the vendor and must be done as a recreation of page. Handwritten changes by the vendor are not accepted.
    - Returns – Errors that cannot be remedied by the AO will be returned to the vendor for correction and resubmission.