

West Virginia Guardian Ad Litem Invoice Submission Requirements

Before submitting an invoice for payment, please refer to the bullet points below:

- **Use the most current Invoice Form and Recommended Payment Order**
 - You can find the current forms at www.courtswv.gov.
 - Locate the “Public Resources” section and then click on “Court Forms.” After you click on “Court Forms”, scroll to and click “Guardian Ad Litem” under Topic, click search.
- **Select the correct county and court from the drop-down box**
 - Guardian Ad Litem Invoice Forms have been updated to reflect use by Circuit, Family and Magistrate Court.
 - 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.
 - When referencing a minor or protected person throughout the invoice, only use initials.
- **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 3rd 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 3rd party payee, their information is the only information that should be included here. Example, “c/o 3rd party payee name and address.”
 - Your address should not appear anywhere on the invoice packet if you use a 3rd 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. ie white out, scratch out, strike through.

- **Billing Quarters**
 - Open appointments - submit invoices quarterly and before the 10th 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. The rate often changes around January 1
 - If you are unsure of the current rate, please refer to 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.

- **One-Half payment by Non-indigent Party in cases involving children**
 - W.Va. Trial Court Rule 21.05(b)
 - Appointing order must include findings that the non-indigent party does not have the financial ability to pay the full cost
 - The **Full** appointment must be invoiced using the most current court invoice form and both parties shall only be charged at the court-funded rates. All billing guidelines shall be followed.
 - Two orders are required. (1) Order Recommending Payment by Supreme Court: Appointed Guardian Ad Litem (2) Order Approving Payment by Parties: Appointed Guardian Ad Litem

- **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.