

**VIRGINIA: IN THE CIRCUIT COURT FOR THE CITY OF VIRGINIA BEACH**

In re: \_\_\_\_\_

Circuit Court Case No. : \_\_\_\_\_

**Assessment/Payment Order<sup>1</sup> -- Costs of services of GAL for a child**

After review of the DC-40, the total amount allowed to the appointed guardian *ad litem* is \$ \_\_\_\_\_.

**Payment determinations of the parents for guardian *ad litem* services are as follows [GAL TO COMPLETE]:**

The **father** is to pay \$0.00. Father determined to be indigent based on the Federal Poverty Guidelines; OR

The **father** is to pay \$ \_\_\_\_\_. The payment due date is: \_\_\_\_\_

Name of father: \_\_\_\_\_

Address of father: \_\_\_\_\_

The **mother** is to pay \$0.00. Mother determined to be indigent based on the Federal Poverty Guidelines; OR

The **mother** is to pay \$ \_\_\_\_\_. The payment due date is: \_\_\_\_\_

Name of mother: \_\_\_\_\_

Address of mother: \_\_\_\_\_

**[AND/OR]**

The party with a legitimate interest is to pay \$ \_\_\_\_\_. The payment due date is: \_\_\_\_\_

Name of party: \_\_\_\_\_

Address of party: \_\_\_\_\_

**The payment to the guardian ad item shall be as follows [GAL TO CHECK ONE]:**

**The guardian ad litem shall be paid from Commonwealth funds.** The parent or parents shall reimburse the Commonwealth in the amount stated above. Payment shall be made to the Circuit Court Clerk, 2425 Nimmo Parkway, Virginia Beach, Virginia 23456-9017. Personal checks are not accepted. PRINT name and case number on the money order, certified or cashier check. **If payment is not enclosed:** (i) the assessed costs shall be docketed immediately as a judgment in the judgment lien docket book of the clerk's office of this city and the judgment will be released as soon as payment is made and (ii) *if no due date for payment is stated above, then payment is due within 60 days from the date of entry of this order.* Failure to pay shall result in the unpaid amount being forwarded to a collection agent utilized by the Commonwealth. An additional collection remedy is authorized by the Setoff Dent Collection Act.

**By agreement, the parent or parents shall make payment directly to the guardian ad litem in the amount and by the payment date stated above.** In the event payment is not made, the guardian ad litem may notice the parent(s) and this court for an order directing the payment from the Commonwealth, in which case a judgment may be docketed against the parent(s).

The Clerk of this Court shall mail a copy of this order to the parent(s) or other party at the above address *if payment required*.

ENTER: \_\_\_\_\_, JUDGE

ENDORSEMENT: \_\_\_\_\_, Guardian Ad Litem

Revised May 22, 2018-GAL for Child Reimburse Order

<sup>1</sup> This order must be SUBMITTED by the GAL TO THE COURT WHEN DC-40 IS SUBMITTED. DC-40 will not be processed until there has been a determination of payment by the parents. The recommended practice is to provide this order at the conclusion of the court hearing for determination. See Chapter 7-OES Manual *Guidelines for Payment of Guardians Ad Litem for Children.*