**Guardian Ad Litem (GAL) Services for Child Support**

This instruction sheet provides important information regarding your appointment as a GAL in a child support matter.

**Step 1**: Direct any child support case related questions to the local child support office in the county of the Court action.

**Step 2:** Seek an order awarding the GAL fee after performing the required GAL services. The order must include the following:

* Name of the Court
* Civil action number
* Child(ren)’s name
* Child(ren)’s date of birth (DOB)
* Petitioner’s name
* Respondent’s name
* IV-D number
* Amount of the fee
* GAL’s name, address and phone number

**Note:** Although, there is no specific statute that addresses the allowable fee for a GAL serving in a child support action, typically the Court will order the child support related GAL fee in an amount similar to the amount awarded in Dependency, Abuse and Neglect cases, outlined in Kentucky Rules of Civil Procedure [CR 17.04](https://govt.westlaw.com/kyrules/Browse/Home/Kentucky/KentuckyCourtRules/KentuckyStatutesCourtRules?guid=N3135E390A79211DAAB1DC31F8EB14563&originationContext=documenttoc&transitionType=Default&contextData=%28sc.Default%29), [KRS 620.100](http://www.lrc.ky.gov/statutes/statute.aspx?id=42305) and [KRS 625.080](http://www.lrc.ky.gov/statutes/statute.aspx?id=20257), which states the fee shall not exceed $500.

**Step 3:** Email the following to [cseinvoices@ky.gov](mailto:cseinvoices@ky.gov)

* Copy of the original GAL appointment order
* Copy of the order that addresses the amount of the GAL fee
* EFT form if necessary
* W-9 form if necessary

**Note:** CSE processes all GAL payments by EFT. If you have not received payment from CSE by EFT in the past, you must submit an EFT form. You may obtain an EFT form by contacting CSE at the email address listed above. If this is the first time you are submitting payment for GAL fees or more than a year has passed since your last submission, you must submit an updated W-9. You may obtain the W-9 form from the [IRS website](http://www.irs.gov/) at [www.irs.gov](http://www.irs.gov)

**Step 4:** Allow 4 weeks for CSE to process your invoice and receive your payment by EFT.

**Step 5:** Direct any child support related GAL fee payment questions to [cseinvoices@ky.gov](mailto:cseinvoices@ky.gov)