

Guardian Ad Litem (GAL) Payment Instruction Sheet

This instruction sheet provides important information regarding reimbursement for fees awarded for services provided by a GAL for a prisoner in a child support or paternity action.

1) Once representation as a GAL for a prisoner in a child support or paternity action has been completed, file a motion for GAL fees supported by an affidavit of attorney's (GAL's) fees to obtain an order awarding the GAL fee. The order must include the following:

- 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 appointed to represent a prisoner in a child support or paternity action, typically the Court will order the related GAL fee in an amount similar to the amount allowed in Involuntary Termination of Parental Rights and Dependency, Neglect, and Abuse cases, as outlined in the Kentucky Rules of Civil Procedure [CR 17.04](#), [KRS 620.100](#) and [KRS 625.080](#), which state the fee shall not exceed \$500.

As of July 1, 2025, the child support program is administered by the Office of the Attorney General, Department of Child Support Services (DCSS). Please make sure that this is reflected in your order.

2) For reimbursement of the fee, email the following to cseinvoices@ky.gov:

- Copy of the original GAL appointment order
- Copy of the affidavit of attorney's (GAL's) fees
- Copy of the order that awards the GAL fee

Note: DCSS processes all GAL payments by EFT through the state eMARS system. If this is the first time you are submitting payment for GAL fees or more than a year has passed since your last submission, please visit the [Kentucky Vendor Self Service Site](#) to register or update your vendor account. If you have not received payment from the child support program by EFT in the past, you must submit an EFT form. You may obtain an EFT form from the Kentucky Vendor Self Service Site linked above.

Allow 4 weeks for DCSS to process your invoice and for receipt of your payment by EFT.

Please direct any child support or paternity related GAL fee payment questions to cseinvoices@ky.gov. Any case related questions should be directed to the local child support office in the county of the court action.