

GUARDIAN AD LITEM QUESTIONNAIRE

Case Name: _____

Superior Court of _____ County Case No.: _____

Name: _____

How do you prefer to be addressed: Example: "Mrs. Smith", "Jim", or nickname:

Date of Birth: _____ Place of Birth: _____

Street Address: _____

City: _____ Zip: _____ County: _____

Home Telephone: _____ Work Telephone: _____

Cellular Number: _____ Fax Number: _____

Best place and time to contact you: _____

Citizenship status: _____

Have any other Courts dealt with custody of your child previously? _____

If yes, please specify the court's name, location, and date custody issues were heard:

CHILD'S INFORMATION (If there are other children of the relationship between the parties please attach the requested information for each child.)

Children of this Relationship:

Complete Name: _____ Nickname: _____

D.O.B. _____ Place of birth: _____

Citizenship status: _____

Names, addresses, and telephone numbers of any psychologists, psychiatrists, educational consultant or any other mental health professional who has seen the child since birth. Please give in detail the reason for this professional contact. _____

Addresses where the child has lived for the past five years (including current address): _____

How long has the child lived with this parent or person: _____

HEALTH

Please arrange for the child's current and prior health care providers over the preceding five years to send a copy of the child's medical records directly to the Guardian ad litem.

BACKGROUND INFORMATION REGARDING YOU:

Your hobbies or interests: _____

Occupational History:

Place of Employment: _____

Job Description/Title: _____

Hours of Employment: _____

How long have you worked at this place of employment? _____

Name of immediate supervisor: _____

Supervisor's telephone number: _____

Professional licenses held: _____

Briefly describe your employment history for the last (5) years. _____

Are you required to work evenings, be on call, or travel? Please explain _____

What is your gross and net annual income? _____

Educational History:

Did you attended high school? If so, name and location of school and dates of attendance: _____

Did you receive a High School Diploma? a GED? _____

Are you currently enrolled in a school program, or do you anticipate enrolling in a school program this year? _____

If so, will you attend day or night classes? _____

Technical training (specifies type of training, school of training, certificates awarded and dates):

Have you attended College? If so, please describe your Course of Study, any Degree Received, and Date of Graduation,: _____

Any postgraduate work? _____

Your membership in any civic, community groups, sports associations and professional organizations: _____

Military Service:

Are you in the military? _____

Are you on active duty or subject to being called to active duty? _____

How frequently do you serve during the year? _____

How long will you be in the service? _____

Criminal History:

(Please note that you may be requested to submit to a criminal history report being run on your background.)

Have you ever been arrested? (Please list date of arrest, location, and disposition of the case)

Have you ever served time in prison or jail? (Please list dates and county) _____

If you have never been arrested, are you aware of any warrants that have been taken for you?

If so, where and when? _____

Do you have any person living in your household with a criminal history? (if so please list the name of the person, the date of the charge, the type of charge and the disposition of the case.)

Custodial Arrangement:

What type of custody are you seeking? Please be specific. _____

What are your reasons for seeking or retaining custody? Please explain. _____

What problems do you have with the current custody and visitation arrangement? _____

Has each party regularly exercised his or her custody or visitation rights? Please explain. _____

Why do you believe that the Judge should award you the type of custody that you are seeking?

Please be specific. _____

Why do you believe that the Judge should not award the other parent the type of custody that he or she is seeking? Please be specific. _____

How would the custodial time periods and/or visitation be divided between the parenting during the school year, summer and holidays? _____

Department of Family and Children’s Services (“DFACS”):

Has DFACS ever been involved in your child(ren)’s lives? _____

What was the date DFACS was contacted? _____

What is the name and telephone number of the DFACS worker(s)? _____

In which county was the investigation? _____

What other relevant information do you have about this investigation? _____

What was the final disposition of the DFACS investigation? _____

Please attach a copy of any DFACS reports that you may have.

Police Records:

Has there ever been any police intervention involving the child(ren) or the parties? (if so, please list dates) _____

Why were the police called? _____

Who called the police? _____

What are the name and the telephone numbers of each police officer or investigator? _____

In which county did each incident take place? _____

What other relevant information do you have about this incident? _____

What was the final disposition of this incident? _____

Please attach a copy of any police reports that you may have.

Marital History:

Have you been married? If so, date of first marriage: _____

Date of divorce (if marriage ended in divorce): _____

Name of former spouse: _____

What was the cause of the divorce? _____

Number of children born to/adopted during this marriage and their ages: _____

Are you currently paying child support for the above child(ren)? _____

Date of second marriage (if any): _____

Date of divorce (if marriage ended in divorce): _____

Name of former spouse: _____

What was the cause of the divorce? _____

Number of children born to/adopted during this marriage and their ages: _____

Are you currently paying child support for the above child(ren)? _____

If there have been more than two previous marriages, please list the date of marriage, date of divorce, name of former spouse, number of children born to/adopted during those marriages, as well as child(ren)'s ages and responsibility for child support on separate page and attach that page to this form.

Are you presently married or single? _____

If you are married, date of marriage: _____

If you are separated, date of separation: _____

Name of spouse: _____

What was the cause of the separation? _____

Number of children born/adopted during this marriage and their ages: _____

Names and ages of any other child(ren) residing in home (e.g., child(ren) of spouse): _____

What is your relationship with your spouse's child(ren)? Please explain. _____

Witnesses:

Please prepare a list of witnesses with whom you would like me to speak. I will need each witness's home and work telephone numbers. When we meet I would like you to tell me the type of information you believe each witness has about you and your child.

Miscellaneous Information:

Please list any other issues of custody, custodial time periods, and/or visitation time periods that you feel should be addressed by me as the guardian ad litem. _____

Any specific questions you would like to ask at the initial meeting:

- 1) _____
- 2) _____
- 3) _____

Directions to your home from the intersection of downtown connector (85/75) and 14th Street:

Please review the following information. You will be asked to sign this document before a notary; therefore, it is important that you consider any concerns you have about this form **prior to signing**.

- 1) It is my understanding that it is my responsibility to schedule an initial meeting with the Guardian. It is my further understanding that the meeting will be for approximately one hour unless I or my attorney request a longer meeting and make specific arrangements with the Guardian's office allowing for the additional time.
- 2) Unless the Judge has ordered otherwise, it is my understanding that the Guardian will not begin her work in this case until I have provided her with the original copy of this form (completed, signed, and notarized).
- 3) I understand that the Guardian's retainer is \$ _____ and that she charges \$ _____ per hour for her services. I understand that either I or my attorney, if appropriate, will receive regular statements detailing the Guardian's activities in my case. I understand that it is my responsibility to raise any questions I might have regarding my billing statement with the Guardian or her staff members. In this case the Court has ordered

- 4) I understand that the Court may enter interim orders, which require me to pay fees in full to the Guardian prior to the conclusion of this case.
- 5) I understand that the costs and expenses associated with the GAL's service shall be deducted from the retainer.
- 6) I understand that the Guardian is committed to assisting in the resolution of my case prior to final court hearing. If the case cannot be resolved, I understand that I or my attorney or the other party or their attorney may request a written report from the Guardian. I understand that the report will take approximately twenty hours of the Guardian's time and that she will bill for this time at the hourly rate set out above.
- 7) I understand that I have the right to contact the Guardian either by telephone, fax, e-mail, or regular mail during the pendency of the case. I further acknowledge that the Guardian frequently cannot return calls the same day and that it is in my best interest to contact the Guardian's office and arrange telephone conferences or office appointments with the Guardian.
- 8) I understand that the Guardian is not the Judge. It is the Guardian's responsibility to make **recommendations** to the Court about my child welfare. I understand that the Guardian's recommendation is not binding on anyone and that the Judge will decide any issues impacting me and my child.
- 9) I understand that it is my responsibility to have my references or witnesses contact the Guardian's office to arrange a telephone or office appointment.
- 10) I understand that at the time of our initial meeting the Guardian will make an appointment to come to my home, if indicated or necessary to the investigation of my case. I have provided directions to my home, above.
- 11) I understand that the Guardian ad Litem has a responsibility to report allegations of child abuse to the Department of Family and Children Services (DFCS), should probable cause exist and a disclosure is made to the Guardian. If a report has already been made to DFCS by a school, mental health provider, doctor, dentist, or other mandatory reporter for the same incidence, the Guardian ad Litem will not duplicate their efforts. It is my responsibility or the responsibility of my attorney to advise the Guardian ad Litem if a report has been made to DFCS and if DFCS has taken any action. Furthermore, it is my responsibility or the responsibility of my attorney to cooperate with efforts to obtain any documentation from DFCS or corresponding police department regarding the incident reported. This includes police reports, video tapes, and any statements that may have been given.
- 12) I understand that I have the right to ask the Guardian any questions I might have about her procedure and her role in my case. It is my responsibility to raise these questions on this form, at the initial meeting, and at any subsequent meeting with the

Guardian. I will not hold the Guardian responsible for knowing information that I regard as critical that I do not provide to her.

- 13) I understand that I may be asked to execute releases to various service providers who see or have seen me or my child. I understand the Guardian may present releases to me at our initial meeting for my execution. I acknowledge that I have considered and have discussed or will discuss with my attorney (if any) the release of protected information prior to the initial meeting with the Guardian.
- 14) I understand that the Guardian is not my attorney and that she will not give me legal advice. I acknowledge that I should address any legal questions I have with my attorney (if any) and not with the Guardian.
- 15) I understand that it is my responsibility and that of my attorney (if any) to keep the Guardian ad Litem advised of any changes in my status or that of my child.
- 16) I understand that the Guardian ad Litem may consult the Judge or the Judge's staff as to how certain procedural issues should be resolved. Should I or my attorney have any concerns regarding this paragraph, it is our responsibility to initiate a discussion with the Guardian at this point.
- 17) I understand that the Guardian ad Litem has the right to file a Motion to Withdraw as Guardian ad Litem in my case and that she will do so if she feels that her involvement in the case is no longer proper pursuant to the Georgia Rules of Professional Conduct.
- 18) I understand that no one who speaks with the Guardian ad Litem should have an expectation of confidentiality. This includes witnesses, the child, the other party or myself. Confidentiality is not inherent in the duties of the Guardian ad Litem as she is a fact-finder and serves as an arm of the Court.

I acknowledge that I have read this form, understand its contents, have discussed any concerns I have regarding the form with my attorney and the Guardian ad Litem, and that the information I have provided is true and correct to the best of my knowledge.

This the _____ day of _____, 20__.

Signed: _____ Print name: _____

Sworn to and subscribed before me
this the _____ day of _____, 20__.

Notary Public
My commission expires:

PLEASE RETURN THIS COMPLETED FORM TO:

LAW OFFICE OF GEORGIA LORD

75 Fourteenth Street

Suite 2840-G

Atlanta, Georgia 30309

Telephone No. (404) 888-3738

Georgia@GeorgiaLordLaw.com