

**PROCEDURES FOR APPOINTMENT/REMOVAL OF ATTORNEYS AD LITEM,
GUARDIANS AD LITEM, MEDIATORS, AND GUARDIANS
328TH JUDICIAL DISTRICT COURT**

- I. Must complete an Application and meet the minimum requirements for qualification set forth by the 328th Judicial District Court.
 - A. Applications will be accepted between January 1 and February 28 in 2016 and between January 1 and January 31 of each calendar year thereafter.
 - B. The list will be updated annually by the Court on or around March 1.

- II. Except for an agreement between the parties, or for good cause, the Court will appoint an attorney ad litem, guardian ad litem, guardian, or mediator from the approved list of registered individuals as follows:
 - A. The Court will attempt to contact the person appearing first on the applicable list.
 - B. After a person has been appointed as an attorney ad litem, guardian ad litem, mediator, or guardian from the applicable list, the Court shall place that person's name at the end of the list.
 - C. If the person is unable or unwilling to accept an appointment, that person will be contacted again for the next available appointment. Upon that person being unable or unwilling to accept an appointment the second time, that person's name will be moved to the end of the list.
 1. A person will be considered unable or unwilling to accept the appointment if the coordinator is unable to make contact with the person within the time period necessary for that particular matter.

- III. The Court reserves the right to remove a person from the list for good cause.

- IV. The Court will post a copy of the list annually at the courthouse and on the website of the Court.

Attorneys seeking appointments, must attach their State Bar of Texas MCLE Transcript. Mediators will need to attach their certificate of completion of the mediation courses.

9/1/16

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