

**Checklists for Report on Appointments and Fees Approved**

***Appellate, Justice and Municipal Courts***

For appointments as attorney ad litem, competency evaluator, guardian, guardian ad litem, or mediator

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| --- | --- | --- |
| CHECKLIST for appointments | | |
|  | Case number and style |  |
|  | Name of person or entity appointed |  |
|  | Position to which appointed |  |
|  | Date of appointment |  |

|  |  |  |
| --- | --- | --- |
| CHECKLIST for orders approving payment | | |
|  | Case Number and Style |  |
|  | Name of person or entity appointed |  |
|  | Position to which appointed |  |
|  | Date of approval of fee |  |
|  | Source of fees |  |
|  | Amount of fees approved |  |
|  | If fees exceed $1,000: |  |
|  | Number of hours billed for work performed |  |
|  | Billed expenses |  |

For more information about the reporting requirements, visit <http://www.txcourts.gov/reporting-to-oca.aspx>.