



## Check list for Courts and Tribunals

### Court ordered Guardian ad Litem Appointments

All Guardian Ad Litem appointments should be notified to the Office of the General Counsel, Department of Justice to [enquiries-generalcounsel@justice.nsw.gov.au](mailto:enquiries-generalcounsel@justice.nsw.gov.au).

Please provide the following details:

- (a) Name and contact details of the person for whom the Guardian ad Litem is appointed
- (b) Is the person a child/young person or adult and what is their involvement in the proceedings?
- (c) Whether the person identifies as Aboriginal or Torres Strait Islander
- (d) Proceeding details, including proceeding number or child/young person's name if Children's Court proceedings
- (e) The date of the NCAT/Children's Court order appointing a Guardian ad Litem
- (f) The jurisdiction and Court/Tribunal location
- (g) The date and time the matter is next listed and advise if it is a mention, directions or hearing etc
- (h) Whether there is a legal representative acting for the person. If yes, the address and contact details of the legal representative are to be provided
- (i) Any special circumstances or requests by the Judicial Member