

# Appointment of Guardian ad Litem

## P-3120

A Guardian ad Litem (GAL) is an attorney who is appointed by the court to represent the best interests (not wishes) of a minor child. A GAL **must** be appointed if a minor child has been born during the marriage and one of the parties believes the husband is not the father or if one of the parties is seeking to substantially change the amount of time a child will spend with a parent. A GAL **may** be appointed if there are other legal custody or physical placement issues for which the court believes need to be protected.

You may be required to pay a \$1,000.00 deposit before a GAL is appointed.

Either party may request that a GAL be appointed by completing the instructions below. Once the request is made, the judge reviews the request and orders the GAL at his/her discretion. The judge may also appoint a GAL even if neither party requests one.

### Court Related Offices

**Court Self-Help Center**  
**Courthouse, Room C-108**  
**262-548-7524**

<http://courtsselfhelp.waukeshacounty.gov>

**Child Support Agency**  
**Administration Building,**  
**Room 348**  
**262-548-7420**

**Clerk of Courts**  
**Family Court Office**  
**Courthouse, Room C-112**  
**262-548-7544**

**Open:** Mon 8:30 am - 12:00 pm    **Open:** Mon-Fri 8 am - 4:30 pm    **Open:** Mon-Fri 8 am - 4:30 pm  
Wed 12 pm - 4 pm  
Fri 8:30 am - 4 pm  
Tues & Thurs by Appointment only

**Waukesha County Courthouse, 515 W. Moreland Blvd, Waukesha, WI 53188**

**Notary Public Services** are available at no charge in the Family Court Office and **Copies** can be made in the Court Self-Help Center for **\$.15** per page

### Procedural Checklist

- Complete the **Petition for Appointment of Guardian ad Litem** (FA-4136).
- Go to the Court Self-Help Center during regular business hours (see above) or make an appointment to have the form reviewed for completeness
- Make two (2) copies. Keep one copy for your records and mail a copy to the other party.
- Complete the **Affidavit of Mailing** (FA-4121) and make a copy for your records. See the **Service Packet** for more information.
- File the original **Petition for Appointment of Guardian ad Litem** and **Affidavit of Mailing** with the court. Ask the clerk how the parties will be notified of the court's decision.