



**IN THE COURT OF COMMON PLEAS OF CUYAHOGA COUNTY, OHIO  
JUVENILE DIVISION**

**APPLICATION FOR NEW GUARDIAN AD LITEM APPOINTMENT LIST**

I hereby apply to be eligible for appointment to serve as a *Guardian ad Litem* for minor children who are the subject of private custody, abuse, neglect, dependency and delinquency matters within the jurisdiction of the Cuyahoga County Juvenile Court.

<b>ATTORNEY INFORMATION</b>		
<b>NAME</b>		<b>DATE</b>
<b>OFFICE ADDRESS</b>	<b>CITY/STATE</b>	<b>ZIP</b>
<b>EMAIL</b>		<b>PHONE</b>
<b>EMERGENCY CONTACT NAME</b>	<b>RELATIONSHIP</b>	<b>PHONE</b>
<b>LAW SCHOOL</b>	<b>OHIO ATTORNEY NUMBER</b>	<b>YEAR ADMITTED</b>

**This application must also be accompanied with the following documents:**

1. Proof that the applicant completed the Ohio Supreme Court’s required **pre-service training** for *Guardians ad Litem* (i.e., certificate of completion or Ohio Supreme Court CLE report).
2. Proof that applicant holds **current legal malpractice insurance**.

In what year did you complete your GAL pre-service training: \_\_\_\_\_  
(\*Please attach a copy of your certification of completion or CLE report\*)

Indicate if you have any special skills, education, or expertise that you believe will particularly assist you in addressing child welfare case issues:

\_\_\_\_\_

\_\_\_\_\_

**BACKGROUND DISCLOSURE STATEMENTS**

**CRIMINAL & CIVIL BACKGROUND**

1. Have you ever been convicted of a felony? Yes  No
2. Have you ever been convicted of a crime involving a minor? Yes  No
3. Have you ever committed an act that resulted in a child(ren) being adjudicated abused, neglected, and/or dependent?  
Yes  No
4. Do you currently have charges pending for a felony; a felony or misdemeanor involving a sex offense; a felony or misdemeanor involving a minor; and/or a child abuse or neglect or related acts that would pose risks to children?  
Yes  No
5. Have you ever been named as a respondent in an action for a civil protection order or convicted of domestic violence in any court? Yes  No
6. Are you currently in good standing with the Ohio Supreme Court? Yes  No
7. Have you ever been disbarred, suspended, censured, sanctioned, or otherwise reprimanded or disqualified as a member of the legal profession? Yes  No
8. Do you currently have any pending bar complaints against you? Yes  No
9. Have you ever been removed from any court's assigned counsel or *guardian ad litem* appointment list? Yes   
No

**If you answered "yes" to any of the questions above, provide a thorough explanation below.**

**BACKGROUND CHECK AUTHORIZATION FORM**

A criminal and civil background check is required for *Guardians ad Litem* in Cuyahoga County Juvenile Court. This check into official public records will determine the existence or non-existence of any record of criminal convictions and civil actions.

The Cuyahoga County Juvenile Court maintains the right to conduct a national criminal and civil background check on any Cuyahoga County Court *Guardian ad Litem* through a third-party agency. None of the information provided on this form will be used to discriminate against any applicant on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status.

By signing this form, you authorize Cuyahoga County Juvenile Court and/or its designated third party to conduct a criminal and civil background check. In addition, you acknowledge that any false or misleading statement, omission or failure to disclose information may disqualify you from serving as *Guardian ad Litem* in the Cuyahoga County Juvenile Court.

Any applicant convicted of or having charges pending for a felony or misdemeanor involving a sex offense, child victims, child abuse or neglect or related acts that would pose risks to children before the Cuyahoga County Juvenile Court is not eligible to be a GAL.

By signing this form, I also understand that if for any reason it becomes apparent that my activities are contrary to the policies, goals and/or philosophy of the Cuyahoga County Juvenile Court and my ability to provide quality services to children, my services as a GAL will be terminated.

I submit the statements on this application are true, complete and correct to the best of my knowledge. I understand that falsification on this application can disqualify me from consideration or can result in dismissal at a later time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Background Check Authorization**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Drivers License Number/State: \_\_\_\_\_

I, the undersigned applicant, have read the foregoing background disclosure and certification statements and have answered all questions and provided certifying documentation, truthfully and completely. I understand that failure to answer any question completely and honestly will result in denial or loss of eligibility to be appointed as a *guardian ad litem* in the Cuyahoga County Juvenile Court. I further understand that I have the ongoing duty to supplement my answers to the questions herein.

I, \_\_\_\_\_, swear or affirm that I have read this document and, to the  
(Your printed name)  
best of my knowledge and belief, the facts and information stated in this document are true, accurate and complete.

\_\_\_\_\_  
Applicant Signature

Upon completion of this application with supporting documentation, please submit to:

**Legal Department  
Cuyahoga County Juvenile Court  
9300 Quincy Avenue  
Cleveland, OH 44106  
Ph. 216-443-8430  
Fax: 216-443-3507**