

### **Guardian ad Litem Travel Time Rule**

1. **Purpose:**

1.1 To define when guardian ad litem travel time is and is not compensated.

2. **Definitions:**

2.1 "Principal office" – the primary location where the work of the guardian ad litem is performed. If the guardian ad litem does not maintain a separate office, this will generally be their home address.

3. **Rule:**

3.1 The Oneida Family Court will pay guardians ad litem \$12.50 per hour (one half the regular rate) for travel time under certain circumstances.

3.2 The Court will pay for time spent traveling related to a case if the trip requires traveling a distance of more than 30 miles, one way, from the principal office of the guardian ad litem.


3.3 Guardians ad litem should arrange their travel to maximize value and minimize cost. This means consolidating appointments and court dates when possible, avoiding multiple trips, and taking the most direct routes.

3.4 If a guardian ad litem begins the trip at some point other than their principal office, the guardian ad litem must provide the reason for leaving from the alternate point so as to justify the expense.

3.5 **In order to qualify for travel time, a guardian ad litem must include their starting point and destination for each trip on their invoice. On travel time entries the guardian ad litem must also record the miles for the trip.** If a guardian ad litem makes a claim for travel time without providing the required information, they will be contacted by the Court Administrator and asked to submit the information. If the information is not forthcoming, the travel time may be disallowed.

3.6 In all situations where travel is involved, a guardian ad litem may submit for mileage.

The Guardian ad Litem Travel Time Rule is adopted pursuant to OCL 151.9-1.



Robert J. Collins II  
Family Court Judge