

## How Do I Get Paid on a Title 11 County-Paid GAL Case?

**For Benton County Cases \*\*\*The Benton County Clerk will automatically provide the certified orders to Court Administration for payment processing. If you are concerned this was missed you may contact the following deputy clerk.**

- 1.) Notify Jeannine Russell in the Benton County Clerk's office via email at [Jeannine.Russell@co.benton.wa.us](mailto:Jeannine.Russell@co.benton.wa.us) of the following:
  - a. Case name and number
  - b. That the "Order Approving Payment at Public Expense" has been signed and **on what date**
  - c. Request that she provide Tiffany Deaton of Court Administration certified copies of the following:
    - i. "Order Approving Payment at Public Expense"
    - ii. "Order Appointing Guardian"
    - iii. "Order Appointing GAL"
  - d. The Clerks will process the request and give Tiffany Deaton the certified copies
  - e. Tiffany Deaton will forward the necessary paperwork to the Benton County Auditor for payment. If you have additional questions regarding the payment procedure, please email Tiffany at: [Tiffany.Deaton@co.benton.wa.us](mailto:Tiffany.Deaton@co.benton.wa.us)

## For Franklin County Cases

- 1.) Provide Tiffany Deaton of Court Administration copies\* of the following:
  - a. "Order Approving Payment at Public Expense"
  - b. "Order Appointing Guardian"
  - c. "Order Appointing GAL"

\* At this time, Franklin County Auditor does not require that these copies be certified

- 2.) Tiffany Deaton will forward the necessary paperwork to the Franklin County Auditor for payment.