

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

### For Benton County Cases

- 1.) Notify Jeannine Russell in the Benton County Clerk's office in writing (via email [Jeannine.Russell@co.benton.wa.us](mailto:Jeannine.Russell@co.benton.wa.us) or mail) 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 Husom the certified copies
  - e. Tiffany Deaton will forward the necessary paperwork to the Benton County Auditor for payment.

### 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.