

SUPREME COURT OF VIRGINIA  
Office of the Executive Secretary  
100 North Ninth Street, Third Floor  
Richmond, Virginia 23219  
PHONE: 804.786.6455  
FAX: 804.786.1301

**GUARDIAN AD LITEM**  
**CHANGE IN CONTACT INFORMATION**

Please help us keep our records accurate and you informed. *Complete this form to provide any changes to your name, address, phone number, and e-mail address and return it to the address or fax number referenced above.* Your assistance will ensure that the mailing address we have on file is your current office mailing address and the address you want to have included on the lists of qualified guardians ad litem for children and/or incapacitated persons that are made available to the juvenile and domestic relations district courts and/or circuit courts in the Commonwealth. These lists are available on the Internet at <http://www.courts.state.va.us>.

If you are not currently in a position to accept appointments as a guardian ad litem for children and/or incapacitated persons and would like your name removed from the qualified list(s), please let us know by indicating such in the Comments section below. If at any time your position changes, you may, upon completion of any necessary re-qualification requirements, request that your name again be included on the list(s) of qualified guardians ad litem.

If necessary, please also provide us with any changes in the Judicial Districts/Circuits where you will accept guardian ad litem appointments.

Should you have any questions about completing this form, please call 804-786-9543. *Please note that completing and submitting this form will change ONLY the address you have on file with the guardian ad litem program. Completing this form will not change the address any other department within the Office of the Executive Secretary of the Supreme Court of Virginia has on file for you. This includes the Fiscal Services Department, which processes all payment vouchers.*

Thank you!

Lawyer Name: \_\_\_\_\_  
Last Name First Name Middle Name

VS# #: \_\_\_\_\_

I am updating my contact information as a: \_\_\_\_\_ Guardian Ad Litem for Children  
\_\_\_\_\_ Guardian Ad Litem for Incapacitated Persons  
\_\_\_\_\_ Both

Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all JUDICIAL DISTRICTS /CIRCUITS  
Where GAL Appointments Will Be Accepted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_