# Guardian Ad Litem Information System (GALIS)

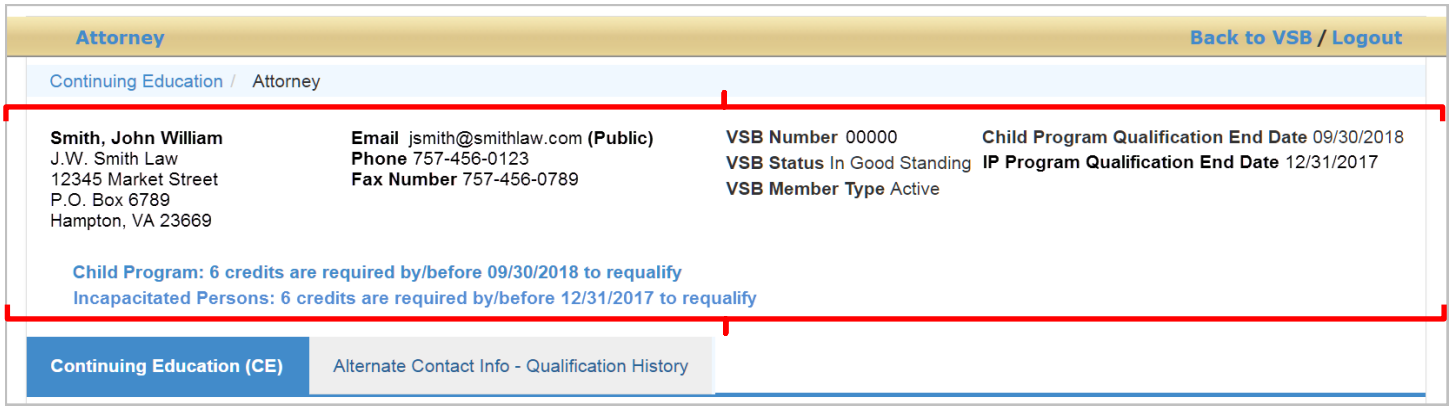
## Quick Guide

### I. Accessing GALIS

Access GALIS following these steps.

1. Login to the **Member Portal of Virginia State Bar's website** at https://www.vsb.org/Site/Sign_In using your email address of record and password.
2. From the Member Area home page, scroll to the **bottom of the page** and locate **Guardian Ad Litem CE Records**. Click **Go**. You will be directed to your GAL continuing education record in GALIS.

### II. Attorney Information



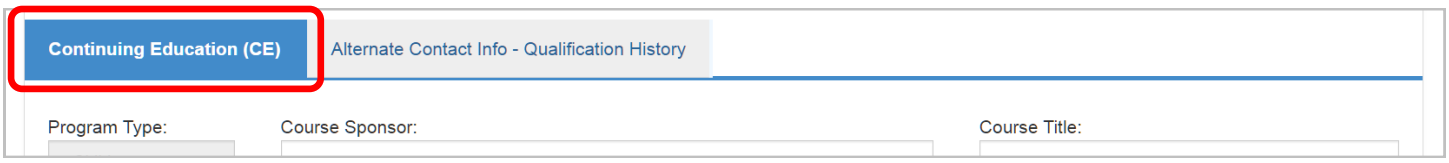

Attorney information includes your contact information, your license status and membership type with the VSB, and your status as a guardian ad litem. A description of the information is provided below.

A. Contact information. This information is obtained through a systems interface with the VSB. The address listed is your address of record. If you do not wish to use your address of record for purposes of guardian ad litem appointments, you may provide alternate contact information (See section IV, Alternate Contact Info-Qualification History).

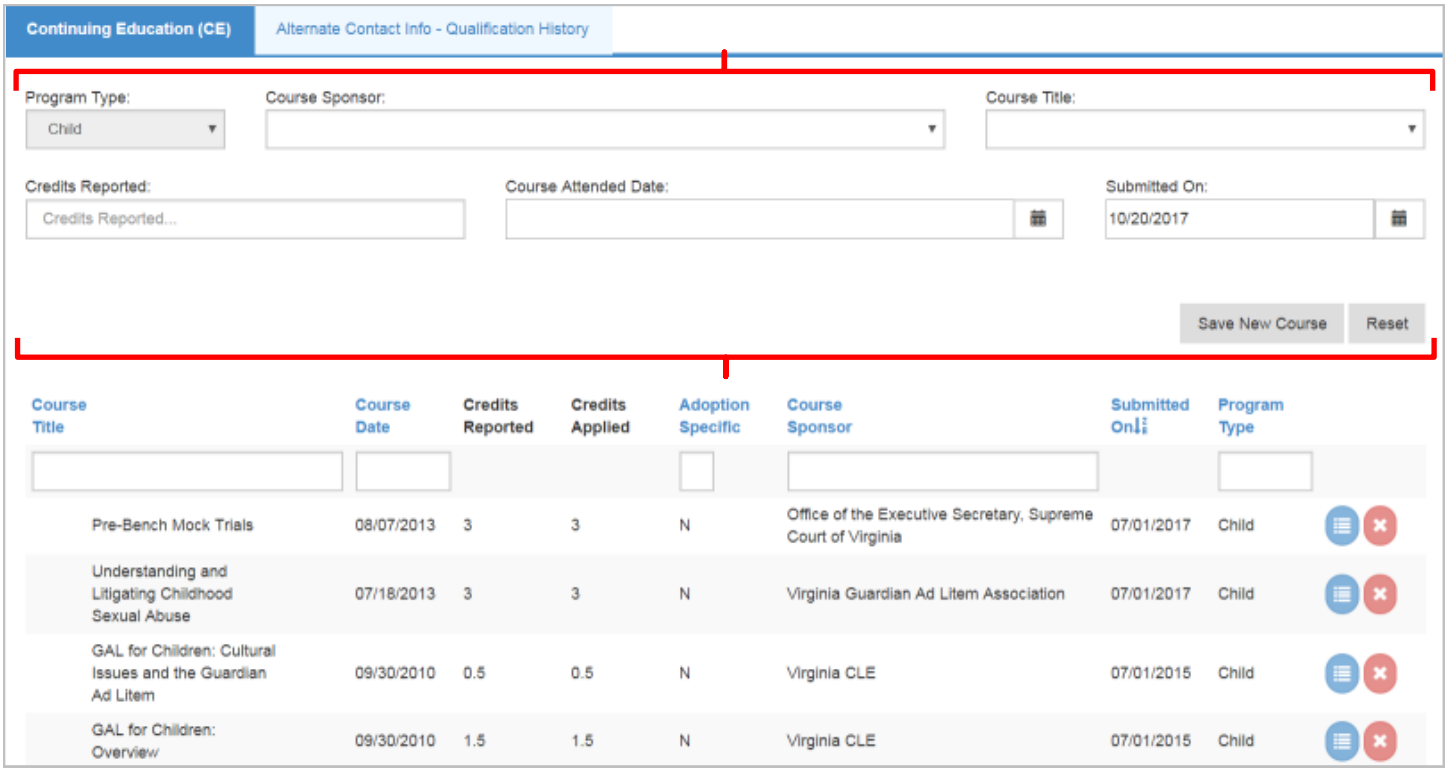
B. VSB license number, license status and membership type. This information is obtained through a systems interface with the VSB. Your license status and membership type is important because to be qualified as a guardian ad litem you are required to be an active member in good standing with the VSB. If at any time your license status is changed from "In Good Standing" or your Membership Type is changed from "Active," your name will automatically be removed from the list of qualified guardians ad litem.

C. Guardian ad litem qualification information. For the guardian ad litem program(s) you are qualified under, the information displayed will include the end date(s) of your qualification (i.e. the date(s) by which you are required to complete your biennial continuing education). Also displayed in **bold blue font** is the number of continuing education credits needed to requalify as a guardian ad litem.

### III. Continuing Education (CE)




The continuing education tab is available for you to enter continuing education courses completed to fulfill the biennial continuing education requirement. Upon entering a course, it will display in the course history list.




**Enter a continuing education course** following these steps.

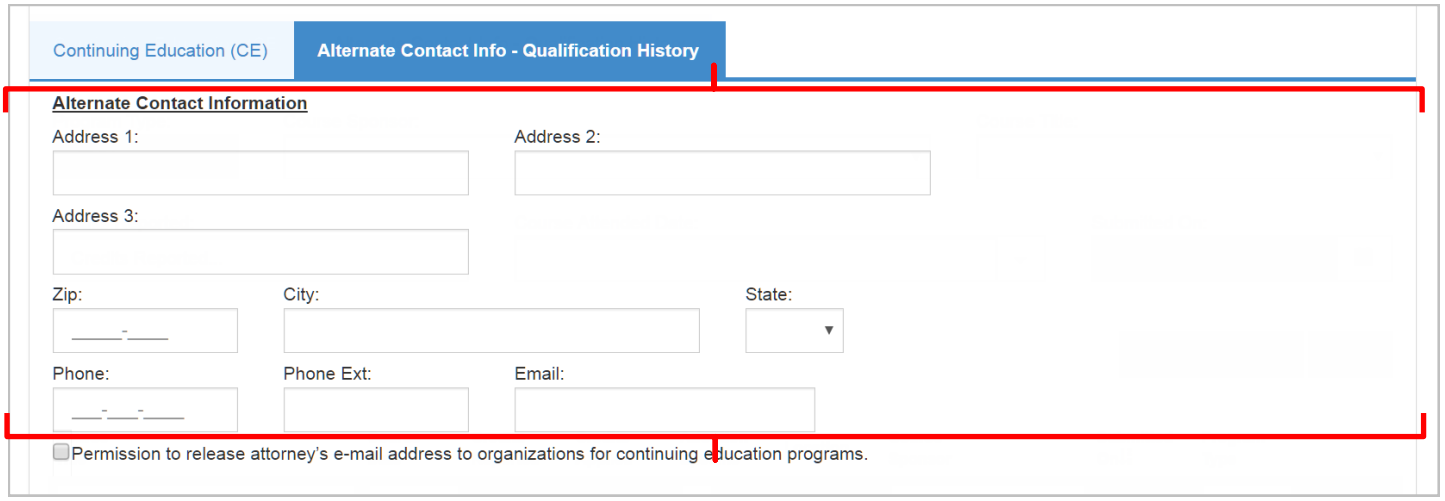
1. Select the guardian ad litem **Program Type (i.e. child or incapacitated persons)** for which you are entering continuing education. If you are qualified to serve in only one guardian ad litem program, this field will default to that program type.
2. Select the **Course Sponsor** from the drop-down list. The name of the course sponsor is listed on the Certification of Attendance form for the course. Please be sure the name selected from the drop down list matches the name provided on the Certification of Attendance form.
3. Select the **Course Title** from the drop-down list. The course title is listed on the Certification of Attendance form for the course. Please be sure the course title selected from the drop-down list matches the course title provided on the Certification of Attendance form.
4. In the **Credits Reported** field, enter the **number of course credit hours completed**. Credits may be entered in half hour increments. You may round up to the nearest half hour. For example, if you attended 1 hour and 30 minutes of a 3 hour program, enter 1.5. If you attended 1 hour and 15 minutes of a 3 hour program, enter 1.5. If you attended 2 hours and 45 minutes of a 3 hour program, enter 3. The number of credit hours reported may not exceed the "Max Credit Hours" displayed.
5. In the **Course Attended Date** field, enter the **date you attended/completed** the course. You may enter the course date using the calendar feature or by typing the date using the mm/dd/yy format.
6. Click **Save New Course**.
7. You will be asked to **certify your attendance** at the selected course and the number of credit hours entered. Upon clicking OK, the course will display in your course history list.

## IV. Alternate Contact Info—Qualification History

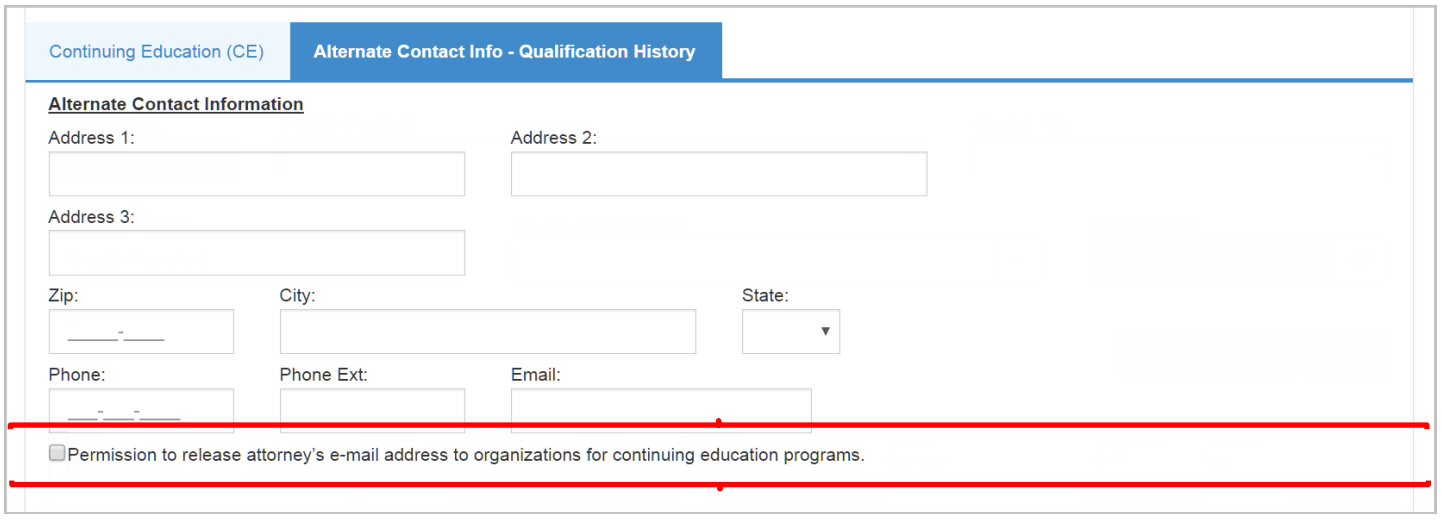
The alternate contact info—qualification history tab is available to allow you to enter alternate contact information and to edit certain preferences related to your qualification. These fields are described below. When making changes to any of the fields described below, please remember to **save** your changes.

A. Provide **alternate contact information** if you do not want to use your address of record with the VSB for purposes of your appointment as a guardian ad litem. This will not change your address with the VSB or your address on file with the Fiscal Services Department of the Office of the Executive Secretary, Supreme Court of Virginia, which processes payment vouchers.

To provide alternate contact information, enter the alternate address, phone number, and/or e-mail address in the spaces provided. Click **Save** located at the bottom of the page.

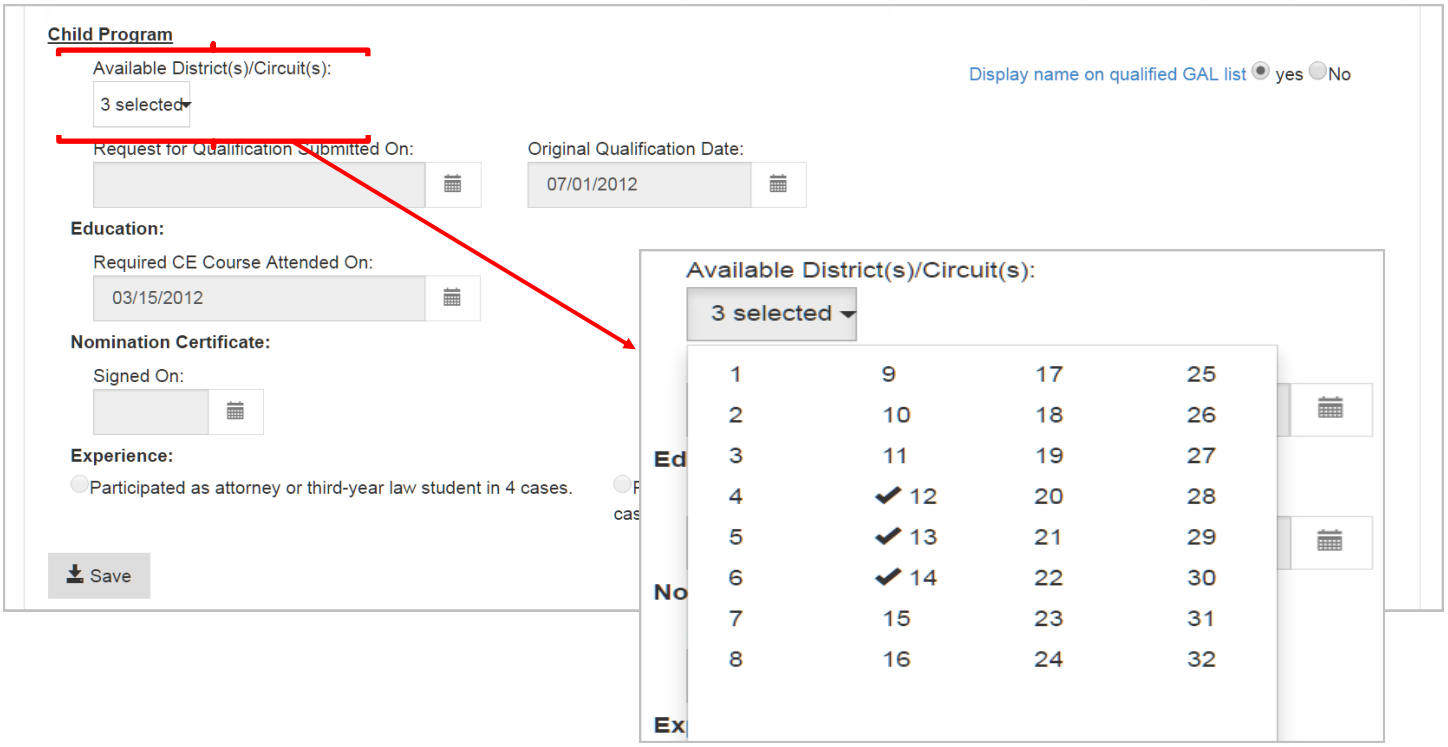



B. A checkmark next to "permission to release attorney's e-mail address to organizations for continuing education programs" gives the Office of the Executive Secretary permission to release your e-mail address to organizations requesting this information for purposes of advertising upcoming continuing legal education programs. Click **Save** when checking or unchecking this box.

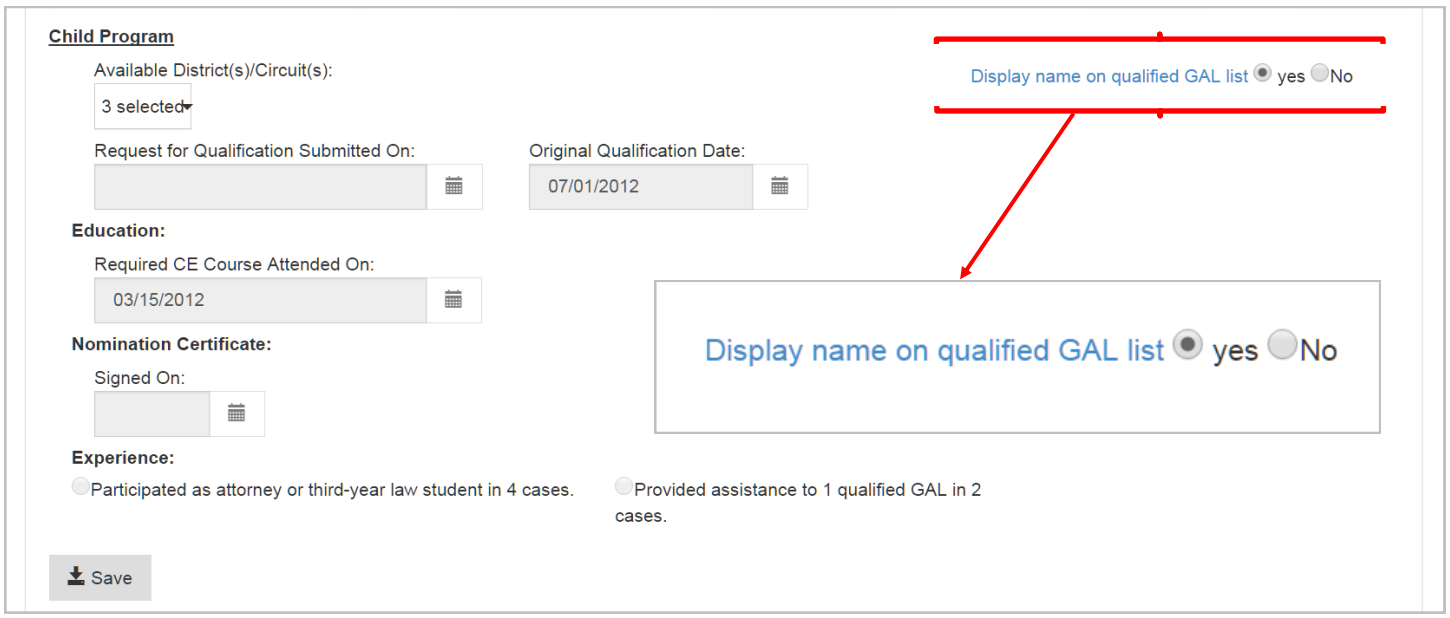


C. Select the judicial district(s)/circuit(s) in which you will accept guardian ad litem appointments using the drop-down menu under **Available Districts/Circuits**. Selected districts/circuits are denoted by a checkmark next to the district/circuit number.

To **add or remove** a district/circuit, click **the district/circuit number**. The number of districts/circuits selected displays. Click **Save**.




D. Use the Yes/No radio buttons next to "display name on qualified GAL list" to add or remove your name from the list of qualified guardians ad litem made available to the courts and to the public. This **field defaults to Yes**.

To **remove your name** from the list of qualified guardians ad litem, click **No**. Click **Save**.

To **add you name back** to the list of qualified guardians ad litem, click **Yes**. Click **Save**.