



NEVADA GUARDIAN AD LITEM PROGRAM APPLICATION PROCEDURE SEVENTH JUDICIAL DISTRICT COURT

STEP 1: INFORMATION SESSION

Attend a group or an individual information session with the local District Court Program Coordinator so you have a clear idea of what a Guardian ad Litem “GAL” is and what you can expect throughout the application process.

STEP 2: APPLICATION AND INTERVIEW PROCESS

For the protection of our advocates and the children we advocate for, this is a thorough, in-depth process. In order to be invited to interview, the applicant must provide the following documents:

1. **COMPLETED APPLICATION** - Can be emailed, faxed, mailed or dropped off at the GAL Office (available online per request)
2. **COPY OF CURRENT DRIVER’S LICENSE** - Submit by email, fax or mail
3. **COPY OF AUTOMOBILE PROOF-OF-INSURANCE CARD** - Must have your name stated on card; Submit by email, fax or mail
4. **DMV FULL DRIVER RECORD** - Obtain Full Driver Record in person from DMV; submit via email, fax, mail or in person
5. **THREE COMPLETED REFERENCE FORMS.** Reference Forms must be submitted directly to the Program Coordinator from your references by email, fax or mail:

Faye Cavender
Nevada Guardian ad Litem Local Program Coordinator
Sevent Judicial District Court
740 Park Ave | Ely, NV 89301
Phone: (775) 289-9904 | Fax: (775) 289-1652
Email: fcavender@dcfs.nv.gov

Once your application, copies of your driver’s license and proof-of-automobile insurance card have been received, the Program Coordinator will review your application and start the initial screening process which includes a local criminal background check.

You will be contacted to set up an interview with the Program Coordinator or designee. The interview will last approximately 60 minutes. Due to the types of issues that GAL’s deal with, we need to ask some questions that cover some sensitive issues. It is important for us to be aware of the personal experiences you will be bringing with you into your role as a GAL volunteer.

After a successful interview and initial screening, to be accepted into the GAL program you must pass the following: (all these procedures are paid for by the program):

- State and National Background Check.
- National Sex Offenders Registry Check
- Social Security Verification Check
- Child Abuse and Neglect Screening Check

STEP 3: VOLUNTEER INITIAL TRAINING

After acceptance into the GAL program, you must complete mandatory online or classroom training of approximately 40 hours taught by various professionals. This training may include a visit to the District Court to witness actual cases or proceedings brought by the State of Nevada and the Division of Child and Family Services to protect a child from abuse or neglect.

STEP 4: CASE ASSIGNMENT

Once the initial training is complete and you have been sworn in as a Guardian ad Litem of the Court, you will meet with the Local Program Coordinator to receive your first case assignment.