

MAINE JUDICIAL BRANCH

Plaintiff
V.
Defendant

“X” the court for filing:
Superior Court District Court
County:
Location (Town):
Docket No.:

OR

IN RE:

GUARDIAN AD LITEM’S MOTION FOR
PRE-APPROVAL OF OUT-OF-STATE AND OVERNIGHT TRAVEL

PLEASE NOTE: The Chief Judge or designee must approve in writing all out-of-state and overnight travel before the expense is incurred. Mileage for approved out-of-state or overnight travel will be reimbursed at the applicable State rate. Use of the telephone, video equipment, and e-mail in lieu of travel is encouraged as appropriate. See AO JB-05-5. If this request is granted, please attach this motion and incorporated order, and all receipts for expenses, to the Guardian ad Litem Voucher (CV-FM-JV-PC-024) to request reimbursement.

Pursuant to Administrative Order (AO) JB-05-5, guardian ad litem (GAL), hereby seeks the court’s pre-approval for the following anticipated out-of-state and overnight travel as follows:

Mileage in the amount of \$, which represents the following anticipated travel:

Table with 4 columns: Anticipated Date (mm/dd/yyyy), Origin Address, Destination Address, Total Miles. Contains 3 empty rows for data entry.

Total Mileage x 0.50 (state rate) = \$

- Airfare in the amount of \$. I have attached a copy of my airfare quote.
Overnight accommodations in the amount of \$. I have attached a copy of my overnight accommodations quote.
Vehicle rental in the amount of \$. I have attached a copy of a vehicle rental quote.
Other transportation expenses, such as transportation to and from the airport or other meetings, in the amount of \$.
Other.

ADA Notice: The Maine Judicial Branch complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation contact the Court Access Coordinator, accessibility@courts.maine.gov, or a court clerk.
Language Services: For language assistance and interpreters, contact a court clerk or interpreters@courts.maine.gov.

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The circumstances supporting this request are:

Multiple horizontal lines for text entry.

Check here if you need more space and have attached additional pages.

Date (mm/dd/yyyy): \_\_\_\_\_

▶ \_\_\_\_\_

Signature of guardian ad litem

Name: \_\_\_\_\_

Bar No.: \_\_\_\_\_

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

**ORDER OF COURT**

The request is granted and pre-approval is given for \$\_\_\_\_\_.

The request is granted, in part, as follows: \_\_\_\_\_

The request is denied. \_\_\_\_\_

In accordance with M.R. Civ. P. 79(a), this Order is incorporated in the docket by reference at the specific direction of the Court.

Date (mm/dd/yyyy): \_\_\_\_\_

▶ \_\_\_\_\_

Chief Judge or designee, Maine District Court

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