

To: [Name of Guardian Ad Litem]

From: [Your Name/Law Firm Name]

Date: [Date]

Re: Witness Interview Protocols - [Case Name/Docket Number]

Dear [Name of Guardian Ad Litem],

Regarding your appointment in the above-referenced matter, please find below the formal instructions and protocols for conducting witness interviews. These guidelines are intended to ensure the integrity of the investigation and the protection of all parties involved.

1. Identification of Witnesses

Please coordinate with our office prior to contacting any witnesses identified in our filings. A comprehensive list of witnesses, including contact information and their relevance to the case, is attached for your review.

2. Notification Requirements

Counsel for both parties must be notified at least [Number] days in advance of any scheduled interviews. Please specify if the interview is intended to be recorded or transcribed.

3. Interview Environment

Interviews involving minor children must take place in a neutral, non-threatening environment. For adult witnesses, interviews may be conducted via telephone, video conference, or in person at a professional location.

4. Scope of Questioning

Questions should be limited to matters directly relevant to the best interests of the child and the specific issues outlined in the Appointment Order. Please refrain from discussing legal strategies or confidential settlement negotiations with witnesses.

5. Documentation

We request that you maintain detailed notes of each interview, including:

- Date, time, and duration of the interview.
- Names of all persons present.
- A summary of the information provided.
- Any documents or evidence provided by the witness during the interview.

6. Communication with Counsel

If a witness is represented by legal counsel, you must contact their attorney before proceeding with the interview. Do not communicate directly with a represented party without express permission from their counsel.

7. Disclosure of Conflicts

Should you discover a prior personal or professional relationship with any witness, please disclose this conflict to all parties immediately.

Thank you for your attention to these protocols. Please contact our office if you have any questions or require further clarification.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]