

THIS APPLICATION IS ONLY FOR USE BY MEMBERS OF THE ASSIGNED COUNSEL PLAN FELONY PANEL SEEKING LIMITED MEMBERSHIP ON THE FAMILY COURT ASSIGNED COUNSEL PLAN PANEL FOR THE PURPOSE OF CONTINUING REPRESENTATION OF JUVENILES ARRAIGNED IN CRIMINAL COURT AND TRANSFERRED TO FAMILY COURT PURSUANT TO RAISE THE AGE LEGISLATION.

You must be a member in Good Standing of the Assigned Counsel Plan (Felony Panel) for the First Department.

You must have completed training regarding Raise the Age practice, procedural and substantive.

You must meet the practice experience standards for Family Court Panel.

You must complete the application, provide all requested documents and comply with any additional requests for information.

PANEL OF ATTORNEYS FOR CHILDREN*
SUPREME COURT OF THE STATE OF NEW YORK
APPELLATE DIVISION, FIRST DEPARTMENT
41 Madison Avenue - 39th Floor
New York, NY 10010
212.340.0597

Please complete this form and submit it to the above address. You may attach supplementary information or continue your answers on the back of any sheet, if additional space is required. Your application will be processed when all of your references have been received. Thereafter, it will be submitted for investigation and consideration by the Departmental Advisory Committee, which makes the final recommendation on admission. Your attention is directed to the Rules of the Appellate Division, First Department 22 NYCRR Part 611 and Part 612 Appendix A, which controls the operation of the Panel. It is your responsibility to familiarize yourself with these Rules.

1. Personal data

A. Name: _____

Home address: _____

Home phone: _____

Office address: _____

Office phone: _____

Cell phone: _____

E-mail address: _____

*** I prefer to receive mail: _____ at home; _____ at the office.

B. On which County Panel do you currently serve?

Bronx County New York County

Which Panels are you currently certified for?

Misdemeanor Felony Appellate

When were you certified to each Panel?

When were you last recertified to each Panel on which you serve?

C. Law school and date of graduation: _____

Admission to the New York State bar: department _____; date _____

Admission(s) to other bars. Provide jurisdictions and dates of admission:

2. Legal Experience.

A. Present legal employment/practice:

Employer/position: _____

May we may contact your employer? _____ No. _____ Yes. If yes, provide relevant information:

Name of supervisor: _____

Phone number: _____

B. Please attach a current curriculum vitae. If you are a private practitioner, describe the nature of your practice and the names of your partners.

C. Indicate areas of practice, in order of volume: _____

D. Courts in which you have appeared as lead or associate counsel, for hearings/trials.

Type of courts: Federal/State	Approximate # of	Approximate #
<u>Family, Supreme, Surrogate</u>	<u>pretrial appearances</u>	<u>and type of actual hearings/trials</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In how many of the above were you sole or lead counsel? _____

How many of the above were jury trials? _____ What was the top charge?

Have you represented clients at administrative hearings? _____

If so, provide a brief description of the proceedings below.

- E. Have you ever been employed by (or done volunteer work for) the Legal Aid Society, the N.Y.C. Corporation Counsel, a district attorney's office or any other governmental agency or private organization that contracts with the government to provide legal services?
No _____ Yes _____ If yes, please note the nature of that experience below.

- F. Describe any other litigation, continuing legal education, law school clinical work, or any other experience you think relevant to consideration of your application.

- G. Describe your experience working with experts. Be specific. Include approximate number of occasions, type of expert, and the nature of your contact: consultation, direct examination, cross examination. ** Provide the name and contact information for an expert with whom you have worked.

3. Please list any experience you have in Family Court:

4. Miscellaneous.

- A. Indicate if you have ever been denied membership or removed, and/or the circumstances surrounding resignation from any panel.

- B. Do you belong to any bar associations or other professional organizations? Please indicate any committee work or officer positions held.

- C. Have you ever had any formal or informal professional complaints lodged against you, whether with an appellate division or bar association grievance committee, an 18b assigned counsel plan or any other legal body?

No _____ Yes _____ If yes, please indicate the date, nature and final disposition of the complaint.

- D. Please list the names and addresses of three judges, two opposing counsel and two other attorneys to whom you are distributing the enclosed "request for reference."

Judges: _____

Adversaries/attorneys: _____

5. Writing Samples.

Attach examples of your written work. At least one motion and one memorandum of law. Do not attach boilerplate motions. No application will be considered without writing samples.

The undersigned, an attorney duly admitted to practice before the courts of the State of New York, affirms under penalties of perjury and states: 1) that I am in good standing and have complied with the biennial registration and continuing legal education requirements of the Office of Court Administration; and 2) that the information provided herein is true and accurate to the best of my knowledge.

Dated: _____

Signature: _____

Please Note:

- (1) Pursuant to question 4(c), you must advise the Office of Attorneys for Children of any professional complaints that are filed against you subsequent to the filing of this application.
- (2) Please complete and return the annexed Affirmation and Consent and Authorization forms.
- (3) If there is a change in any of the information provided, the applicant is responsible for notifying the Office of Attorneys for Children of the change immediately.

AFFIRMATION

The undersigned, an attorney duly admitted to practice before the courts of the State of New York, affirms under penalties of perjury and states that the information provided herein is true and accurate.

Date: _____

Signature of Affiant: _____

Print Name: _____

CONSENT AND AUTHORIZATION

I, _____ hereby authorize any investigative or disciplinary or attorney disciplinary committee, board or authority to provide records and documents, dispositions and/or complaints, including but not limited to formal and/or informal inquiries, petitions or complaints relating to me in its possession to: the Appellate Division, First Department Assigned Counsel Plan/Attorneys for Children Panel, their agents and employees.

A facsimile copy of this Consent and Authorization shall be adequate authority to provide such records and documents.

Signature _____

Dated _____

Request for Evaluation of Candidate Skills and Qualifications for Panel Membership

Application of

, Esq.

To the panel of Attorneys for Children of the
Assigned Counsel Plan of the City of New York

Dear _____:

I am applying for membership on the 18-b Family Court Panel and listed your name as a reference. Would you kindly provide the Appellate Division, First Department* with any pertinent information regarding my skill and experience in litigation under the Family Act. Comments about my skills, experience, and character would also be quite valuable. Obviously, your response will remain confidential with the Family Court Advisory Committee.

Since they hope to complete this process within thirty (30) days, I respectfully request that you send them your evaluation as soon as is reasonably possible. Any information received after the Committee has interviewed the applicant may not be considered.

Thank you in advance for your cooperation.

Very truly yours,

*Office of Attorneys for Children
41 Madison Avenue – 39th Floor
New York, NY 10010