

**RECERTIFICATION 2019 FOR THE PANEL OF  
ATTORNEYS FOR CHILDREN**

1. Type answers to all questions and attach your answers to the application along with the requested documents. You must sign the affirmation as well as the consent and authorization form. **Handwritten applications will not be considered.**
2. You have until December 9, 2019 to submit your completed application. If we have not received your application by that date, it will be assumed that you no longer wish to serve on the panel and your name will be removed from the roster and the Courts will be notified that you may no longer accept assignments.
3. When the review process is underway, we may request additional information.
4. The process of review will commence when the applications are received. You will be notified by letter when a decision has been made regarding your application.
5. In addition to the application, Appellate Panel members must complete the "Additional Questions" at the end of the application.

**APPLICATION FOR 2019 RECERTIFICATION  
TO THE APPELLATE DIVISION, FIRST DEPARTMENT  
PANEL OF ATTORNEYS FOR CHILDREN**

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

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

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

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

1. Do you wish to remain active on the assigned counsel panel for the Office of Attorneys for Children of the Appellate Division, First Department?  
YES \_\_\_\_\_ NO \_\_\_\_\_
  
2. In which of the following panels are you presently certified? (Check all that apply.)  
Bronx County \_\_\_\_\_ New York County \_\_\_\_\_ FC Appeals \_\_\_\_\_
  
3. Are you a member of any other assigned counsel plans? YES \_\_\_\_\_ NO \_\_\_\_\_  
Please list additional panel memberships:
  
- 3a. Have you resigned, or been removed or been denied membership to any other since the last registration period? \_\_\_\_\_
  
4. Are you registered with the Office of Court Administration and have you paid your \$375 biennial fee? YES \_\_\_\_\_ NO \_\_\_\_\_
  
5. Have you registered with the Office of Court Administration as a 'private pay' Attorney for Child pursuant to Part 36 of the Rules of the Chief Judge? YES \_\_\_\_\_ NO \_\_\_\_\_
  
6. In the past two years, how many cases have you been assigned as a 'private pay' Attorney for Child? \_\_\_\_\_
  
7. Indicate the number of cases in which you are currently assigned as the Attorney for the Child in:

Family Court \_\_\_\_\_ Supreme Court \_\_\_\_\_ IDV Court \_\_\_\_\_

8. Indicate the number of cases in which you are currently assigned as the Attorney for an Adult in:

Family Court \_\_\_\_\_ Supreme Court \_\_\_\_\_ IDV Court \_\_\_\_\_

9. Do you specialize in a particular area of practice, i.e., child protective, juvenile delinquency, custody? Indicate Specialty \_\_\_\_\_.

10. What is the breakdown of your current caseload of assigned cases?  
Please count clients, not dockets.

Child Protective \_\_\_\_\_Adult \_\_\_\_\_Child

Juvenile Justice \_\_\_\_\_Child

Custody, Visitation \_\_\_\_\_Adult \_\_\_\_\_Child

Adoption \_\_\_\_\_Adult \_\_\_\_\_Child

Support \_\_\_\_\_Adult

PINS \_\_\_\_\_Child

Other \_\_\_\_\_ Explain

11. Have you within the past year been relieved from an assigned case?

YES \_\_\_\_\_ NO \_\_\_\_\_

If you answered yes, explain in detail.

12. Since last certified to serve on the Panel have you been the subject of **any** complaint or disciplinary proceeding? YES \_\_\_\_\_ NO \_\_\_\_\_

If you answered yes, explain in detail and indicate the status and/or resolution, and include the name, docket number and judge.

13. List three cases during the past two years in which you have retained the services of an expert.

14. In how many Family Court cases in the past two years have you served and filed a Notice of Appeal? Attach a copy of a Notice of Appeal and the Attorney Certification of Appellant's Eligibility for Poor Person Relief and Assignment of Counsel Appeal, which you have filed in the past two years.

15. In how many cases in Family Court have you requested a stay of an Order Appealed from?

16. What steps have you taken to assist your clients in pursuing their right to appellate review?

17. Where do you conduct client interviews outside of the courthouse? Give the name and caption of the case for at least one client with whom you have met outside of the courthouse.

18. Discuss a case where you were assigned to represent the child and during the course of your representation you considered substituting your judgment for that of your client pursuant to Rules of the Chief Judge 7.2. Be specific about the issues and describe your decision.
19. What phone number(s) do you give to your clients? How are they able to contact you during non-business hours? \_\_\_\_\_
20. What is your office address? Attach a business card to this application. Provide the address where you accept service of documents.
21. Attach a document that you have drafted in the course of your representation of an assigned client. **Do not attach boilerplate motions.**
22. Besides the court on which panel you currently serve, in which other courts do you regularly appear?
23. In the past two years, approximately how many times did you obtain school or Department of Education records? \_\_\_\_\_ Medical Records? \_\_\_\_\_ Police Reports? \_\_\_\_\_  
Criminal Records? \_\_\_\_\_ How did you obtain the records?
24. Attach a current Curriculum Vitae.

### **ADDITIONAL QUESTIONS FOR MEMBERS OF THE APPELLATE PANEL**

1. List all assignments received during the past year by date of assignment (including cases not perfected). List date the appeal was perfected and the disposition of the appeal.
2. For any case that has not been perfected, explain why.
3. For any case that was dismissed by the Court, explain why.
4. For each case that was assigned to you, describe where and how you consulted with your client.
5. Have you filed an Anders brief in the past two years? If so, how many times? Did your brief receive a response from the Appellate Court?
6. Have you experienced difficulty in obtaining trial transcripts? What steps have you taken to expedite the process?
7. Attach a copy of a brief which you have written and filed within the past two years.
8. In the past two years have you requested an expansion of time to file your brief? If so, how many times and provide the names and file numbers of the cases.

**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, Office of Attorneys for Children, their agents and employees.

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

Signature \_\_\_\_\_

Dated \_\_\_\_\_

