

SUPREME COURT, APPELLATE DIVISION  
THIRD JUDICIAL DEPARTMENT  
OFFICE OF ATTORNEYS FOR CHILDREN  
**ANNUAL PANEL RE-DESIGNATION APPLICATION FOR 2017**

In order to be eligible for panel re-designation in 2017, a current panel member must submit this application to the Office of Attorneys for Children on or before **October 1, 2016**. Please complete the form and either mail it, together with a sample of your time-keeping records, to 286 Washington Ave. Ext., Suite 202, Albany, NY 12203 or email it to [ad3oac@nycourts.gov](mailto:ad3oac@nycourts.gov).

**Name of Applicant:** \_\_\_\_\_

**Please list any and all Counties in which you seek Re-Designation:**

\_\_\_\_\_

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

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

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

**Email Address:** \_\_\_\_\_

1. I wish to be re-designated as an attorney for the child panel member. Yes \_\_\_\_\_ No \_\_\_\_\_

2. I am currently registered and in good standing with the Office of Court Administration as required by section 468-a of the Judiciary Law (having paid all biennial fees as required). Yes \_\_\_\_\_ No \_\_\_\_\_

Attorney Reg. # \_\_\_\_\_

3. Are you employed full time with any governmental agency? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please attach express written permission from employer, Family Court and the Office of Attorneys for Children.

4. Are you employed part time as Assistant District Attorney, County Attorney, Municipal Corporation counsel, Public Defender, (or Conflict Defender, and the like), judge or justice of a city, town or village court or law clerk to a judge or justice? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate position and county. Position \_\_\_\_\_

County \_\_\_\_\_

5. Are you a member of any assigned counsel (18B) panel? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate what county. County \_\_\_\_\_

6. I have read and am in compliance with the Summary of Responsibilities of the Attorney for the Child (set forth below): Yes \_\_\_\_\_ No \_\_\_\_\_

#### SUMMARY OF RESPONSIBILITIES OF THE ATTORNEY FOR THE CHILD

While the activities of the attorney for the child will vary with the circumstances of each client and proceeding, in general those activities will include, but not be limited to, the following:

- (1) Commence representation of the child promptly upon being notified of the appointment;
- (2) Contact, interview and provide initial services to the child at the earliest practical opportunity, and prior to the first court appearance when feasible;
- (3) Consult with and advise the child regularly concerning the course of the proceeding, maintain contact with the child so as to be aware of and respond to the child's concerns and significant changes in the child's circumstances, and remain accessible to the child;
- (4) Conduct a full factual investigation and become familiar with all information and documents relevant to representation of the child. To that end, the lawyer for the child shall retain and consult with all experts necessary to assist in the representation of the child;
- (5) Evaluate the legal remedies and services available to the child and pursue appropriate strategies for achieving case objectives;
- (6) Appear at and participate actively in proceedings pertaining to the child;
- (7) Remain accessible to the child and other appropriate individuals and agencies to monitor implementation of the dispositional and permanency orders, and seek intervention of the court to assure compliance with those orders or otherwise protect the interests of the child, while those orders are in effect; and
- (8) Evaluate and pursue appellate remedies available to the child, including the expedited relief provided by statute, and participate actively in any appellate litigation pertaining to the child that is initiated by another party, unless the Appellate Division grants the application of the attorney for the child for appointment of a different attorney to represent the child on appeal.

7. I have read and am fully familiar with the Compensation and Reimbursement Policies and Procedures (set forth in the current Administrative Handbook). Yes  No

8. Do you keep contemporaneous time-keeping records of your work as attorney for the child? Yes  No

If yes, please attach a sample from an **actual case(s)**.  
(Do not submit a blank record or create one for purposes of this application.)

9. Since the last application that you filed with our office, have you:  
a. Been charged with or convicted of any crime? Yes  No   
If yes, please state particulars and indicate the status thereof.

b. Been sanctioned or held in contempt by any court? Yes  No   
If yes, please state particulars.

c. Had an order of protection issued against you? Yes  No   
If yes, please state particulars.

d. Been notified that you are the subject as a parent or person responsible for the care of a child of any indicated report to the State Central Register of Child Abuse and Maltreatment? Yes  No   
If yes, please state particulars and indicate the status thereof.

e. Been suspended, removed or asked to resign from any assigned counsel plan or attorney for the child panel? Yes  No   
If yes, please state particulars and indicate the status thereof.

- f. Been notified by any Attorney Grievance Committee that you are the subject of any public or private professional discipline, including letters of education and/or advisement?

Yes \_\_\_ No \_\_\_

If yes, please state particulars and include any related documentation.

10. Please retype the attached Form Letter on applicant's own letterhead and send to the Attorney Grievance Committee of the jurisdiction in which applicant maintains principal law office.

11. CONSENT TO RELEASE OF INFORMATION

I consent to the release by the Appellate Division, Third Judicial Department, Attorney Grievance Committee, to the Director of the Office of Attorneys for Children of the Appellate Division, Third Judicial Department, or his/her designee, solely for use by the Office of Attorneys for Children of the Appellate Division, Third Judicial Department, in approving panel membership on the Attorney for the Child Panel, of information related to the making, investigation and determination of complaints against me handled by the Committee, including letters of private discipline, letters of education and/or with educational language, and letters of advisement, but excluding information related to complaints which were dismissed, closed or not investigated by the Committee.

12. I affirm under penalties of perjury that foregoing information is true and correct.

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Name (Please Print)

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Signature

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Date

**RETURN APPLICATION WITH SAMPLE TIME KEEPING RECORDS**  
**BY EMAIL TO:**

SUPREME COURT, APPELLATE DIVISION  
THIRD JUDICIAL DEPARTMENT  
OFFICE OF ATTORNEYS FOR CHILDREN  
286 WASHINGTON AVENUE EXTENSION  
SUITE 202  
ALBANY, NY 12203

[ad3oac@nycourts.gov](mailto:ad3oac@nycourts.gov)

**Please make sure you have done the following:**

1. Signed and dated the application.
2. Attached a sample time-keeping record from an actual case.
3. Made a copy of this completed application for your records.
4. Retyped and sent the attached Form Letter to the appropriate Attorney Grievance Committee.

**PLEASE RE-TYPE THE FOLLOWING ON APPLICANT'S OWN LETTERHEAD AND SEND IT TO THE ATTORNEY GRIEVANCE COMMITTEE FOR THE JURISDICTION IN WHICH APPLICANT MAINTAINS PRINCIPAL LAW OFFICE.**

(Date)

New York State  
Supreme Court, Appellate Division  
Third Judicial Department  
Attorney Grievance Committee  
286 Washington Avenue Extension  
Suite 200  
Albany, NY 12203

(If your principal law office is located outside the Third Department, please send your request to the appropriate Attorney Grievance Committee.)

Re: (Applicant's Name)  
(Attorney Registration No.)  
(Date of Birth)  
(Year Admitted & Department)

Dear Sir / Madam:

In order to complete the application process to be re-designated to the Attorneys for Children Panel in the Third Judicial Department, I am writing to request that an attorney disciplinary history letter be delivered to:

BETSY R. RUSLANDER, DIRECTOR  
SUPREME COURT, APPELLATE DIVISION  
THIRD JUDICIAL DEPARTMENT  
OFFICE OF ATTORNEYS FOR CHILDREN  
286 WASHINGTON AVENUE EXTENSION, SUITE 202  
ALBANY, NY 12203

Thank you in advance for your kind and prompt assistance in this matter.

Sincerely,

(Signature of Applicant)

*March 28, 2016*