

## ATTORNEYS FOR CHILDREN PLAN APPLICATION

### General Requirements for All Applicants to the Attorneys for Children Panel

Attorneys apply to serve on the family court trial, supreme and appellate panels by completing an application form and submitting references [three from judges, two from opposing counsel and two additional references from other attorneys] and writing samples to the Office of Attorneys for Children. Applicants must be in good standing, admitted to the bar for at least three years, and committed to representing indigent parents and children in family and supreme court. Applicants must be highly qualified and demonstrate a familiarity with all areas of family law, including child protective proceedings [child abuse and neglect, extensions of placement, foster care review, permanency hearings and termination of parental rights, adoption], juvenile delinquency, PINS, paternity, child support, custody and visitation and family offenses.

Once an application is complete and all of the supporting documentation received, it is forwarded to a member of the Family Court Advisory Committee, who contacts the applicant's references, conducts an interview, reviews the written submissions and submits a recommendation to the full Committee. The full Committee then determines whether the applicant is qualified for panel membership.

Panel membership requires experience and expertise in all areas of family law practice. However, based on the needs of the Court, in extremely rare instances, applicants with expertise in some but not all areas of family law may be partially certified and authorized to accept assignments in only their area of certification. Partial certification is granted for a period of one year. During the one-year period the attorney is expected to make the diligent efforts required to meet the standards for full certification. The attorney is responsible for observing, co-counseling and finding opportunities that will allow him/her to become proficient in all areas of family law practice. At the end of the one-year appointment, the attorney must seek full certification by submitting an affirmation. The affirmation must describe in detail the nature of the cases on which the attorney worked or observed, the substance of the work done and the case disposition. A detailed description of training programs attended should also be included. Upon receipt of the affirmation, the partially certified attorney will be interviewed by a member of the Advisory Committee. The attorney will be notified when it is determined that they will be fully certified or removed from the panel.

Service on the Family Court Panels is a privilege, not a right, and the final determination of qualification for panel membership is at the discretion of the Presiding Justice of the Appellate Division, First Department. All panel members are expected to accept assignments representing both adults and children and to comply with county rules regarding mandatory intake shifts.

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  
212.340,0540

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 determination 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. Please indicate your preference for assignment by circling the panel (s) for which you wish to be considered. Remember that you can be on the trial panel in only one county. Note: Please be advised that every effort will be made to accommodate your choice of county, however, the final decision will be made by this Office based on the needs of the Panel, the courts and the litigants. Applicants to the Appellate Panel must submit at least two appellate briefs, together with accompanying motions, if any.

Bronx Family Court

Manhattan Family Court

First Department

Bronx Supreme Court

Manhattan Supreme Court

Appellate

\* formerly known as the Law Guardian Plan

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 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.

<u>Type of courts: Federal/State Family. Supreme. Surrogate</u>	<u>Approximate # of pretrial appearances</u>	<u>Approximate # 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? \_\_\_\_\_

Have you represented clients at administrative hearings? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**3. Family Practice Experience.**

A. For each area of the following, provide the names of at least two cases in which you served as attorney of record for petitioner/respondent/child[ren]. Indicate your role, the names of the judge and opposing counsel, and specify what papers/pleadings you submitted. Please use a separate page(s) if necessary.

FCA Art 3:

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FCA Art. 4:

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FCA Art. 5:

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FCA Art. 6, or DRL § 240:

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FCA Art. 7:

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FCA Art. 8:

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FCA Art. 10:

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SSL §384-6:

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**4. Miscellaneous.**

A. Are you currently or have you ever served on, or applied for, any assigned counsel panel? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please indicate which panel(s), and note if you now have an application pending for or are now doing assigned counsel work. Indicate if you have ever been denied membership or removed, and/or the circumstances surrounding resignation from any panel. If the panel membership is/was outside the jurisdiction of the Appellate Division, First Department, please provide a letter of good standing from the program administrator.

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

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C. Have you ever had any formal 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.

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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:

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Adversaries/attorneys:

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**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 \_\_\_\_\_

Application of \_\_\_\_\_  
\_\_\_\_\_, ESQ  
To the panel of Attorneys for the Children of the  
Assigned Counsel Plan of the City of New York

Request for Evaluation of Candidate Skills and  
Qualifications for Panel Membership

Dear \_\_\_\_\_:

I am applying for membership on the 18-b Family Court Panel/Supreme Court Panel/Appellate 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 Court 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 – 39<sup>th</sup> Floor  
New York, NY 10010