

RECERTIFICATION 2016 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 the authorization form. **Handwritten applications will not be considered.**
2. You have until September 23, 2016 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 2016 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 panels? 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 Delinquency | | _____ Child |
| Custody, Visitation | _____ Adult | _____ Child |
| Adoption | _____ Adult | _____ Child |
| Support | _____ Adult | _____ Child |
| PINS | | _____ Child |
| Other _____ | | _____ Explain |
11. Have you within the past year been relieved from as assigned case? YES _____ NO _____
If you answered yes, please 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. For each case, list the name and docket number of the case, the name of the presiding judge, the name of the expert and their area of expertise, (i.e. investigator, educational evaluator, psychologist, social worker etc.) and describe briefly for each case the way in which you used the services of the expert.

14. Select **one** of the contested cases that you have litigated to hearing or trial in the past two years. In one or two paragraphs describe the legal and factual issues, your theory of the case and how you went about presenting your theory in court. For each witness that you called and each that you cross examined, describe their role in the case and your theory and manner of examination. Also include a description of items (including reports) that you entered into evidence. Give the name and docket number of the case and the Judge who presided.
15. 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.
16. In how many cases in Family Court have you requested a stay of an Order Appealed from?
17. What steps have you taken to assist your clients in pursuing their right to appellate review?
18. 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.
19. During the pendency of a case, how often and in what manner do you typically communicate with your client between courtroom appearances?
20. 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.
21. Do you provide copies of the pleadings, motions, correspondence or any other papers to your clients?
22. When did you last meet with a client in a detention facility on a non-court day? Provide the name of the client and the facility in which you interviewed them.
23. What phone number(s) do you give to your clients? How are they able to contact you during non-business hours?
24. What is your office address? Attach a business card to this application. Provide the address where you accept service of documents.

25. What tools do you use to conduct legal research?
26. In the last two years, have you researched any legal issue and incorporated that research into a letter, motion, memorandum or brief which was filed with the court? Please discuss.
27. List the sponsor and title of the CLE programs you have attended in the past two years.
28. Have you received CLE credits for a Domestic Violence Training Program?
Where? _____ When? _____
29. Do you seek the help of other attorneys when you encounter difficult legal issues? When was the last time you did so, and who was the other attorney?
30. Attach a document that you have drafted in the course of your representation of an assigned client. **Do not attach boilerplate motions.**
31. In a typical month how many days per week are you in court?
32. Have you set a case load limit for yourself and, if so, what is it?
33. Besides the court on which panel you currently serve, in which other courts do you regularly appear?
34. What contact do you have with opposing and co-counsel between court appearances?
Provide the name of one opposing counsel on a protracted case.
35. When you are unable to appear on a scheduled court date, what actions do you take to alert the court, your client and the other parties in the case?
36. In the past two years, how many times did you obtain school or Board of Education Records? _____ Medical Records? _____ Police Records? _____
Criminal Records? _____ How did you obtain the records?
37. How do you keep time records of your work on assigned Family Court cases?
38. Do you belong to any Bar Associations? If so, which ones?
39. 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: _____

Date: _____