

PROBATE FIDUCIARY PANEL – ATTORNEY APPLICATION

Attorneys of all experience levels who are enthusiastic and committed to providing high quality representation in connection with the important work of the Probate Fiduciary Panel are encouraged to apply. Each applicant must answer all questions on this application or note specifically if a question is not applicable. **Each question must appear before the answer, and all applications must be typewritten.**

Submission Instructions:

- (1) Your application must be sent by email as an attachment in Word or PDF format to probateapplicant@dcsc.gov. In the subject line of the email, list the following: last name of applicant, first name, middle initial.**
- (2) The emailed application must include the following:**
 - (a) A passport-style photograph of the applicant as an attachment;**
 - (b) Certificates Concerning Discipline from the Office of Bar Counsel of the District of Columbia and equivalent documents from all other jurisdictions where you are now or previously have been admitted to the Bar;**
 - (c) Certification that D.C. Bar dues are currently paid;**
 - (d) A current criminal history background check;**
 - (e) A copy of the summary sheet of the applicant’s credit report dated within 30 days of the date of application, and any explanations for credit scores below 650; and**
 - (f) For applicants seeking appointment as conservator, special conservator, personal representative, guardian of the estate of a minor, or trustee, a copy of the declarations page of the applicant’s current malpractice policy, showing coverage amount, insurer, and coverage period.**

Incomplete applications will not be considered. No notice will be provided to the applicant concerning failure to complete the application or to submit the required documentation.

1. Please provide your full name (first, middle, and last), any former names used, D.C. Bar number, and email address.

ANSWER:

2. If you are a member of any panel for the Superior Court (Probate, CJA (Provisional or Full Member), GAL, CCAN, Juvenile, Mental Health, Special Education Advocate), please state the panel(s) of which you are a member and the date of admission. In addition, if you have previously applied for the Probate or any other panel of attorneys (CJA, GAL, CCAN, Juvenile, Mental Health, Special Education Advocate) and were not accepted, or were appointed as a Provisional Member but did not become a Full Member, state the year(s) of all of your previous application(s). Also, please describe any additional actions you have undertaken since you were not accepted to a panel that you wish the Committee to consider.

ANSWER:

3. Please provide your office and home addresses; office telephone, cellular telephone, and fax numbers; and email address.

ANSWER:

- a. If your office is not in the District of Columbia, state (i) how far (in miles) it is from the Superior Court of the District of Columbia; and (ii) explain where you would meet your clients to discuss their cases.

ANSWER:

- b. Describe (i) your system for receiving calls from the Court for consideration of Court-appointed cases; (ii) your system for receiving messages from clients; and (iii) your system for handling emergency matters related to your clients, including calls from health care providers.

ANSWER:

4. For current members of the Probate Fiduciary Panel, please estimate what percentage of your practice is dedicated to representation in court-appointed cases.

ANSWER:

5. If you are currently on the Fiduciary Panel, please provide an approximate number of times the D.C. Superior Court has offered you an appointment and the approximate number of times you rejected the appointment (i.e., when you were called by the Court, how frequently did you say “yes” to the offered appointment?). Please offer an explanation for any rejections.

ANSWER:

6. List, in reverse chronological order (most recent first), each law school and college you attended, including dates of attendance and the degrees awarded, and describe any honors you received or significant activities or work in which you were involved.

ANSWER:

7. Describe, in reverse chronological order (most recent first), your entire work history since you graduated from law school and any other work experience you believe to be relevant.

ANSWER:

8. List all courts in which you have been admitted to practice and the date of your admission. Have you ever been disciplined or are you the subject of any pending disciplinary actions by the Bar of any state in which you are or have been a member? If so, please explain in detail what disciplinary action was taken and the nature of the conduct that led to the disciplinary action.

ANSWER:

9. List the continuing legal education programs that you have attended within the last year that were related to probate, trusts, and estates law and any clinical training that you have had during the last five years.

ANSWER:

10. Summarize your litigation and courtroom experience in D.C. Superior Court, including an estimate of the number of probate trials/contested probate hearings in which you have been counsel and whether you were lead counsel or second chair.

ANSWER:

11. Summarize any litigation and court experience in any other court, including an estimate of the number of jury and non-jury trials in which you have been trial counsel.

ANSWER:

12. Please describe in detail any special qualifications you possess, such as (a) fluency in a foreign language; (b) fluency in American sign language; (c) additional professional licenses, certifications, or degrees (other than membership in the District of Columbia Bar); (d) experience in applying/processing waiver applications for incapacitated persons in the District of Columbia; (e) extensive litigation experience in the District of Columbia or any other jurisdiction or court; and (f) legal specialty in areas such as real estate transactions, landlord and tenant, special education matters, or other areas outside of probate practice.

ANSWER:

13. Describe the five most significant probate cases in which you have served as counsel. For each of those matters, provide (a) the case name; (b) the case number; (c) the court where the case was heard; (d) the name of the judge who presided over the case; (e) your role in

the trial and the client you represented; and (f) a brief description of the legal or factual issues involved or why the case is significant.

ANSWER:

14. List up to five D.C. Superior Court judicial officers or other references who have the most information about your qualifications to serve on the Panel. If you believe the judicial officer's knowledge is based primarily on a case(s) in which you appeared, please identify the case or cases. If the judicial officer's or reference's knowledge about your qualifications is not related to a case, please provide the basis for his or her knowledge about your qualifications. (Note: any reference listed or other persons with relevant knowledge of the applicant's qualifications who come to the attention of the Committee may be contacted. Please provide telephone numbers for all references who are not D.C. Superior Court judicial officers.)

ANSWER:

15. Are you interested in being considered as a provisional member of the Probate Fiduciary Panel? (Being a provisional member of the Probate Fiduciary Panel means you would receive limited appointments for up to one year or until such time as the Probate Fiduciary Panel Committee determines you are qualified to receive additional appointments. As with full Panel members, the Committee may determine at any time that a provisional member should receive no further appointments.)

ANSWER:

16. If your criminal history report contains any criminal conduct, please explain.

ANSWER:

17. Have you ever been removed by the D.C. Superior Court as a fiduciary in the Probate Division? Please provide any details explaining the reasons for the removal.

ANSWER:

18. Please indicate if you have: (a) attended the Guardianship Orientation Session; (b) attended the Getting Started seminar; (c) attended the Probate Practice Institute; or (d) volunteered during the past twelve month period at the Probate Resource Center.

ANSWER:

19. Attorneys selected to represent clients on the Probate Fiduciary Panel are expected to timely satisfy their Probate Fiduciary Credits towards Fiduciary Panel Education Requirements; failure to do so will result in removal from the Panel. Are you willing to satisfy all Probate Fiduciary Credits, on a yearly basis, in order to maintain your status on the Panel?

ANSWER:

20. Pursuant to Administrative Orders, the Court sets an annual cap on attorney compensation for all court-appointed representation. Do you agree to comply with these Orders and any subsequent Order setting the annual cap for compensation, and do you understand that violation of any such Order may result in your removal from the Probate Fiduciary panel?

ANSWER:

21. Are you available for appointments on an emergency basis? This includes possible appointments on Saturdays, Sundays, and holidays.

ANSWER:

22. List and describe any attachments to the application, including Bar certificates.

ANSWER:

23. As a member of the Fiduciary Panel, you are expected to volunteer at the Probate Resource Center. Can you comply with this requirement? How many hours per month can you offer for pro bono assistance at the Probate Resource Center?

ANSWER:

I, _____, certify that the statements made in this filing are material statements reasonably expected to be relied upon as true, and I understand that the making of a false statement is punishable by criminal penalties.

Date

Signature of Applicant