

**Superior Court of the District of Columbia  
FAMILY COURT PANEL APPLICATION**

Attorneys of all experience levels who are enthusiastic and committed to providing high quality representation in connection with this important work are encouraged to apply. In order for the Family Court Panel Oversight Committee to determine an applicant's qualifications, applicants must answer all questions on this application or note specifically if a question is not applicable. **Please note that attorneys who filed applications for the 2023 re-establishment, but were not selected to the Panels, must wait for the 2027 re-establishment to reapply.**

**Each question must appear before the answer and all applications must be typewritten. Certificates Concerning Discipline from the Office of Bar Counsel of the District of Columbia, equivalent documents from other jurisdictions where you are now or previously have been admitted to the Bar, and certification that D.C. Bar dues have been paid currently must be included with the application. In addition, applicants shall include one recent photograph of themselves with their application.**

Filing Instructions:

Applications must be sent as an attachment in PDF by e-mail to [FamilyCourtPanels@dcsc.gov](mailto:FamilyCourtPanels@dcsc.gov) and in the subject of email list the following: Last name of applicant, first name, middle initial. Applicants must also copy [CCANStaff@dcsc.gov](mailto:CCANStaff@dcsc.gov). Each applicant's photograph must be submitted as a separate file in JPEG (jpg).

**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.**

**Applications will be considered on an interim basis during two periods of each calendar year. To be considered in the first interim period, applications must be submitted by April 30. To be considered in the second interim period, applications must be submitted by October 31.**

1. Full name (include any former names used) and D.C. Bar number.

**ANSWER:**

(a) If you are pending Bar Examination results or decision on your application for admission by waiver, please indicate the date of the Bar Examination or date of your application for admission by waiver. (Note: Applicant must be a member of the D.C. Bar before appointment to the Panel).

**ANSWER:**

2. Please state the panel or panels to which you are applying (i.e., Juvenile, GAL, Other CCAN, Post-Commitment Juvenile Panel; Mental Health; Mental Habilitation and/or Special Education Advocate).

**ANSWER:**

3. If you are a member of any panel for the Superior Court (CJA, GAL, CCAN, Juvenile, Mental Health, Special Education Advocate), please state the panel(s) of which you are a member and the date of admission. For each panel of which you are currently a member, please indicate whether you have been appointed to ten or more cases during the past 4-year panel cycle. In addition, if you have previously applied for any other panel (CJA, GAL, CCAN, Juvenile, Mental Health, Special Education Advocate), and were not accepted, state the year(s) of all of your previous applications(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:**

4. (a) Office address, telephone number, fax number (if applicable), cell phone number and email address.

**ANSWER:**

- (b) If your office is not in the District of Columbia, state how far it is from the D.C. Superior Court.

**ANSWER:**

- (c) If you do not have an office or if your office is not in the District of Columbia, explain where you meet your clients to discuss their cases.

**ANSWER:**

- (d) For all applicants, describe your system for receiving messages from clients and describe your support staff, if any.

**ANSWER:**

- (e) For all applicants, describe your arrangements for coverage of your cases when you are on vacation or otherwise absent.

**ANSWER:**

- (f) For all applicants, describe your mode of transportation for visiting children or clients.

**ANSWER:**

(g) For all applicants, describe your system for maintaining files and your policy with regard to records retention.

**ANSWER:**

(h) For all applicants, describe your conflicts-checking system or practice.

**ANSWER:**

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

**ANSWER:**

6. State whether you are a member in good standing of the District of Columbia Bar. List all other courts in which you have been admitted to practice, with dates of admission. For each, state whether you are currently a member of that Bar in good standing and if not, why not. Include a Certificate Concerning Discipline from the Officer of the Bar of the District of Columbia or its equivalent from each jurisdiction where you have been admitted to practice.

**ANSWER:**

7. Describe in reverse chronological order (most recent first) your work history since you graduated from law school.

**ANSWER:**

8. Describe any other work experiences you believe might be relevant to those assessing your qualifications for a Family Court Panel.

**ANSWER:**

9. Describe legal education programs you have attended within the last five years. (You need not list every program.)

**ANSWER:**

10. Describe course work and clinical training you have had concerning the law of evidence. (You need not list every course or all training.)

**ANSWER:**

11. Summarize in two paragraphs your litigation experience.

**ANSWER:**

12. Briefly describe your experience and expertise concerning any of the following programs:

- (a) Drug treatment, (b) teen parents, (c) independent living, (d) residential treatment or (e) domestic violence

**ANSWER:**

13. Briefly describe your knowledge of public benefits, Section VIII or other housing programs for low-income people

**ANSWER:**

14. List up to five D.C. Superior Court judicial officers who have the most information about your qualifications to serve on the panel or panels to which you have applied. If you believe the judicial officer's knowledge is based primarily on a specific case or cases in which you appeared, please identify the case or cases. For neglect and adoption cases, please use initials and case numbers.

**ANSWER:**

**IF YOU ARE APPLYING FOR THE JUVENILE PANEL, PLEASE ANSWER QUESTIONS 15 – 18. IF YOU ARE NOT APPLYING FOR THE JUVENILE PANEL, PLEASE SKIP TO QUESTION 19.**

15. In approximately how many juvenile cases in the District of Columbia have you served as counsel?

**ANSWER:**

16. Approximately how many juvenile cases have you tried to a verdict?

**ANSWER:**

17. Describe your work in no more than three juvenile 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 date of trial, if any, (e) a description of the legal or factual issues involved or why the case is significant, (f) the name of the judge who presided over the case.

**ANSWER:**

18. If you have not served as counsel in any of the type of cases covered by this panel, explain why you believe you are qualified to be appointed to this panel.

**ANSWER:**

**IF YOU ARE APPLYING FOR THE GAL OR CCAN PANEL, PLEASE ANSWER QUESTIONS 19 – 23. IF YOU ARE NOT APPLYING FOR THE GAL OR CCAN PANEL, PLEASE SKIP TO QUESTION 24.**

19. In approximately how many cases have you served as a GAL in the District of Columbia?

**ANSWER:**

20. In approximately how many neglect or abuse, termination of parental rights, or contested adoption cases have you served as counsel to a party (as distinguished from GAL) in the District of Columbia?

**ANSWER:**

21. Approximately how many neglect or abuse, termination of parental rights, or contested adoption cases have you tried:

(a) as GAL?

**ANSWER:**

(b) as counsel to a party (as distinguished from GAL)?

**ANSWER:**

22. Describe your work in no more than three neglect or abuse cases or termination of parental rights or contested adoption cases in which you have served as GAL or counsel.

**ANSWER:**

23. If you have not served as counsel in any of the type of cases covered by this panel, explain why you believe you are qualified to be appointed to this panel.

**ANSWER:**

**IF YOU ARE APPLYING FOR THE SPECIAL EDUCATION ADVOCATE PANEL, PLEASE ANSWER QUESTIONS 24 – 28. IF YOU ARE NOT APPLYING FOR THE SPECIAL EDUCATION ADVOCATE PANEL, PLEASE SKIP TO QUESTION 29.**

24. In approximately how many special education cases in the District of Columbia have you served as counsel?

**ANSWER:**

25. In approximately how many special education cases have you participated in an administrative hearing?

**ANSWER:**

26. Describe your work in no more than three cases in which you have served as a special education advocate.

**ANSWER:**

27. Are you willing to be compensated exclusively from the D.C. Public Schools for your services as a special education advocate?

**ANSWER:**

28. If you have not served as counsel in any of the type of cases covered by this panel, explain why you believe you are qualified to be appointed to this panel.

**ANSWER:**

**IF YOU ARE APPLYING FOR THE MENTAL HEALTH PANEL, PLEASE ANSWER QUESTIONS 29-31. IF YOU ARE NOT APPLYING FOR THE MENTAL HEALTH PANEL, PLEASE SKIP TO QUESTION 32.**

29. In approximately how many mental health cases in the District of Columbia have you served as counsel (or GAL) for the respondent or the government?

**ANSWER:**

30. Describe your work in no more than three cases in which you have served as a counsel in a mental health case, and in what capacity.

**ANSWER:**

31. If you have not served as counsel in any of the type of cases covered by this panel, explain why you believe you are qualified to be appointed to this panel.

**ANSWER:**

**IF YOU ARE APPLYING FOR THE MENTAL HABILITATION PANEL, PLEASE ANSWER QUESTIONS 32 – 34. IF YOU ARE NOT APPLYING FOR THE MENTAL HABILITATION PANEL, PLEASE SKIP TO QUESTION 35.**

32. In approximately how many mental habilitation cases in the District of Columbia have you served as counsel for the respondent or the government?

**ANSWER:**

33. Describe your work in no more than three cases in which you have served as a counsel in a mental habilitation case, and in what capacity.

**ANSWER:**

34. If you have not served as counsel in any of the type of cases covered by this panel, explain why you believe you are qualified to be appointed to this panel.

**ANSWER:**

**IF YOU ARE APPLYING FOR THE POST-COMMITMENT JUVENILE PANEL, PLEASE ANSWER QUESTIONS 35 – 44. IF YOU ARE NOT APPLYING FOR THE POST-COMMITMENT JUVENILE PANEL, PLEASE SKIP TO QUESTION 45.**

35. Have you previously served as counsel in the type of cases covered by this panel? If yes, answer (a) through (d) below. If no, skip to (e) below.

**ANSWER:**

- (a) Approximately how many cases of the sort covered by this panel have you been involved?

**ANSWER:**

(b) How many years have you been handling cases of this type?

**ANSWER:**

(c) Briefly describe any trainings or classes you have taken or audited, or certifications you have obtained, that directly impact your work on the type of cases covered by the panel.

**ANSWER:**

(d) Please provide information regarding significant case-related accomplishments and/or specific areas of expertise you have developed (e.g., experience representing undocumented persons, trafficking victims, experience with appeals, reentry planning and services, youth placements, etc.).

**ANSWER:**

(e) If you have not served as counsel in any of the type of cases covered by this panel, explain why you believe you are qualified to be appointed to this panel.

**ANSWER:**

36. Please describe any experience you have representing children in delinquency or PINS matters.

**ANSWER:**

37. If you have not represented children in delinquency or PINS matters, please describe any experience you have representing children in any other court proceedings.

**ANSWER:**

38. Please describe any trainings you have attended or experience you have concerning implicit bias, including implicit bias related to race, gender and gender identity, sexual orientation, and disability, including the date of the training or experience.

**ANSWER:**



39. Please describe any trainings you have attended or experience you have concerning expressed interest advocacy, including the date of the training or experience.

**ANSWER:**

40. Please describe your experience litigating probable cause hearings and other evidentiary hearings, including the type of cases.

**ANSWER:**

41. Please describe your experience with administrative hearings, including the type of cases. Please also list any administrative hearing officers, including their contact information, who are knowledgeable about your qualifications to serve on this panel.

**ANSWER:**

42. Please describe any experience you have on cases with precise timelines and/or short deadlines.

**ANSWER:**

43. Please describe any trainings you have attended or experience you have concerning child clients, including trauma-responsive and/or developmentally-appropriate client counseling, race, gender and gender identity, sexual orientation, immigration status, and disability. For each experience or training, please include the date and the organization conducting the training.

**ANSWER:**

44. Please describe any experience you have or training you have received regarding DC service providers, out-of-state residential treatment facilities or psychiatric residential treatment facilities, best practices in community supervision, the use of graduated sanctions, or other related topics.

**ANSWER:**

**FINAL QUESTIONS FOR ALL APPLICANTS:**

45. Since your admission to the District of Columbia Bar, have you ever:

- (a) been convicted of a crime which carries a potential sentence of 180 days or more in prison?

**ANSWER:**

- (b) been sued by a client or been a party or otherwise involved in any other legal proceedings?

**ANSWER:**

- (c) been the subject of a complaint to any court, administrative agency, bar association or disciplinary committee, or other professional group in the District of Columbia or elsewhere?

**ANSWER:**

- 46. If your answer is yes to any of the above, please provide particulars.

**ANSWER:**

- 47. Provide any other information that you believe might be of assistance in assessing your qualifications to receive appointments to represent indigent clients in Family Court, including but not limited to any languages other than English in which you are fluent.

**ANSWER:**

- 48. Attorneys selected to represent indigent clients in Family Court are expected to fully comply with the Child Abuse and Neglect Attorney Practice Standards,<sup>1</sup> and timely satisfy their initial and continuing legal education requirements. Are you willing to act in accordance with the Attorney Practice Standards and timely satisfy all CLE requirements?

**ANSWER:**

- 49. Pursuant to Administrative Orders, the court sets an annual cap for attorney compensation for all 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 panel(s)?

**ANSWER:**

- 50. If you are currently employed at another position and if you are accepted to the Panel, please describe the process you will undertake to make yourself available for Family Court appointments and when you would expect to be able to accept such appointments.

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<sup>1</sup> Adopted by Administrative Order 03-07, February 28, 2003.

**ANSWER:**

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

**ANSWER:**

Please certify the following at the bottom of your completed questionnaire:

I declare under penalty of perjury under the laws of the District of Columbia and the United States that the answers provided in the Family Court Panel Application are true and accurate to the best of my knowledge and belief. Further I certify that I am a member in good standing of the District of Columbia Bar.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date