

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER 26-08**

**Establishment and Implementation of the Case Reviewer Panel for Mandatory Periodic
Reviews in Intervention Proceedings in the Probate Division**

WHEREAS, pursuant to D.C. Code § 21-2045.01, the Court is mandated to conduct periodic reviews of guardianship cases to assess the continued need for guardianship and to ensure the least restrictive intervention is being applied; and

WHEREAS, triennial reviews must be conducted to ensure compliance with statutory obligations and to uphold the rights and protections afforded to wards under the Court's jurisdiction; and

WHEREAS, the Court seeks to establish a Case Reviewer Panel consisting of qualified, licensed social workers to perform case reviews pursuant to the statute and Court standards;

NOW, THEREFORE, it is, by the Court

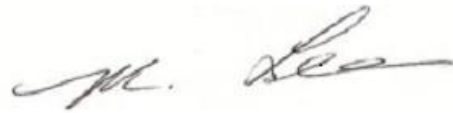
ORDERED THAT:

1. **Creation of Panel:** The Probate Division shall establish a Case Reviewer Panel of licensed, independent clinical social workers to conduct triennial reviews on behalf of the Court.
2. **Qualifications:** Each panelist must be a licensed social worker in good standing, able to demonstrate knowledge of guardianship laws, the needs of aging, disabled, and incapacitated populations, with experience in clinical social work or capacity assessments.
3. **Appointment of Case Reviewers:** Case reviewers shall be appointed on a per case basis by judicial order and shall submit their final report to the Court no later than 90 days from the date of appointment.
4. **Report Requirements:** Each report shall include:
 - Summary of findings based on a review of the Court record and any available guardianship reports;
 - Recommendation regarding guardianship and the appointed guardian;
 - Details of a face-to-face interview with the ward, including specific statements on the ward's desires for a hearing;
 - Details of interviews with collateral contacts or individuals involved in the ward's care;
 - Assessment of whether guardianship should continue, be modified, or be terminated;

5. **Report Template:** The case reviewer shall use the template Case Reviewer Form available in the Probate Division, or a form substantially like the division's form that includes the information in #4 and all other statutory report requirements;
6. **Compensation:** Panel members shall be compensated on a fixed-fee basis per case through the Guardianship Fund, upon submission of a petition for compensation after satisfactory completion and filing of the report;
7. **Service and Hearings:** All reports must be personally served on the ward. The report shall be served by first class mail, postage prepaid upon the guardian, and other interested parties in compliance with D.C. Superior Court Probate Rules. A hearing shall be scheduled for judicial review and determination if requested by the ward, interested persons, or case reviewer.
8. **Oversight:** The Presiding Judge of the Probate Division shall maintain oversight of the panel of case reviewers. Case assigned judges may select a case reviewer from the panel for appointment. The Probate Division shall maintain and monitor the status of case completions.
9. **Ethical and Confidential Standards:** Case reviewers must maintain confidentiality and follow ethical standards consistent with District of Columbia social work regulations and the National Association of Social Workers Code of Ethics.
10. **Duration and Review:** This Order shall remain in effect until modified or rescinded and shall be reviewed annually for effectiveness.

SO ORDERED.

Date: April 29, 2026



Milton C. Lee, Jr.
Chief Judge

Copies to:

Judicial Officers
Executive Officer
Clerk of the Court
Office of General Counsel
Division Directors
District of Columbia Bar
Daily Washington Law Reporter
Library

ATTACHMENT A

APPLICATION FOR CASE REVIEWER PANEL - PROBATE DIVISION
Superior Court of the District of Columbia

Deadline for Initial Applications: May 29, 2026

Rolling submissions will be accepted thereafter based on division needs.

Please email your completed application (PDF or Word format) to:

JudgeE.ChristianChambers@dcsc.gov

Subject Line: Last Name, First Name - Case Reviewer Application

Minimum Qualifications:

- Master of Social Work (MSW) from a CSWE-accredited institution
 - Active DC clinical social work license (LICSW) in good standing
 - Minimum three years of post-graduate professional experience in social work
 - Demonstrated experience conducting clinical assessments
 - Demonstrated experience conducting face-to-face interviews, reviewing medical/psychological records, and making capacity-based recommendations
 - Willingness to comply with confidentiality, conflict disclosure, and court deadlines
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Required Documents:

- 1 Completed Application Form (below)
 - 2 Copy of LICSW license
 - 3 Brief writing sample or redacted assessment report (preferably capacity-related)
 - 4 Résumé or CV
 - 5 Signed Confidentiality & Conflict of Interest Certification (included at the end)
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Application Form

Full Name:

Email Address:

Phone Number:

Office Address:

License Type & Number:

License Issuing State:

License Expiration Date:

Education:

- MSW Granting Institution:
- Graduation Year:

Years of Post-Graduate Experience in Social Work:

Briefly describe your experience assessing adults with cognitive or psychiatric impairments:

Are you able to complete reports within 90 days of appointment as required by Administrative Order 26-08?

Yes No

Are you able to conduct in-person interviews with wards, including those residing in contiguous counties?

Yes No

Please provide a brief explanation of your current availability and capacity to accept assignments (e.g., part-time, full-time, number of cases/month):

References

Please list three professional references (preferably familiar with your assessment or guardianship related work):

- Name / Title / Email / Relationship
 - Name / Title / Email / Relationship
 - Name / Title / Email / Relationship
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Confidentiality & Conflict of Interest Certification

I hereby certify that I will maintain the confidentiality of all case materials and client information obtained through my appointment as a Case Reviewer for the Probate Division. I agree to disclose any conflicts of interest, including prior professional or personal involvement with wards, guardians, or related entities in any assigned matter.

Signature: _____

Date: _____