

Instructions for Family Court Panels Applications

Dear Family Court Panel Applicants:

Pursuant to **Administrative Orders 04-15, 09-07 and 19-04**, the Family Court Panels will be reconstituted in 2019. **All current panel members (Full and Provisional) and all attorneys seeking panel membership must submit a 2019 application.** All applicants must be **current members** of the D.C. Bar and in good standing **or** have a pending application for admission. The link to the 2019 application is located here: www.dccourts.gov under Family Court Forms. Applications are due by **5:00 p.m. on May 15, 2019.**

This following Family Court Panels are being reconstituted and are accepting applications:

Counsel for Child Abuse and Neglect (CCAN) (representing parents and caretakers)
Guardian *Ad Litem* (GAL)
Special Education (SPED)
Persons in Need of Supervision (PINS)
Delinquency (DEL)
Mental Health (MH)
Mental Habilitation (MHab)

Each applicant must submit the following

1. **Completed application.**
2. **Certificates Concerning Discipline** from the Office of Bar Counsel of the District of Columbia, and equivalent documents from all other jurisdictions where the applicant has ever been admitted to the Bar. The Certificate Concerning Discipline must have been issued no more than 3 months prior to the due date of your Family Court Panel application. **However, if you submitted a 2019 application to the Probate Panel, you may submit a copy of the Certificate Concerning Discipline that you used for your Probate Panel application, provided it was current at the time you submitted it for the Probate Panel application process. Please note on the certificate itself that it was previously submitted for the 2019 Probate Panel.**
3. **Certification of payment of D.C. Bar dues.**
4. **If not yet a member of the D.C. Bar, proof of pending admission¹.**

¹ Appointment to cases is contingent upon full admission to the D.C. Bar. Once admitted, proof of D.C. Bar membership shall be submitted to the CCAN Office.

5. **One recent, color photograph** of the applicant. The photograph must be “passport sized” which is 2 inches by 2 inches, and contain just a photo of the applicant’s head/face. **This photo must be in .jpg format.**

Filing Instructions:

The Application must be submitted **both** electronically (by email) and on paper by **5:00 p.m. on May15, 2019.**

(1) **Electronic Submission**

The application must be emailed to: CCANCJA@dcsc.gov . The subject line of the email shall state the applicant’s last name and first name, and middle initial. The application itself must be an attachment, in Word format, and the supporting documents (Certificate Concerning Discipline, Certification of Payment of D.C. Bar Dues, and the color photograph) must all be scanned and attached to the email. **The emailed copy does not need to be electronically signed or dated.**

(2) **Paper Copy of Application**

The application and supporting documentation (Certificate of Discipline, Certification of Payment of D.C. Bar Dues, and photograph) must be submitted on paper to the Counsel for Child Abuse and Neglect (CCAN) office, Room 4415, Superior Court, 500 Indiana Ave NW, Washington DC 20001 (202-879-1406). **The CCAN office is collecting applications for ALL Family Court Panels. The paper copy of the application is your official application and must have an original signature and date.**

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.

Language Proficiency

In an effort to better serve our growing numbers of non-English speaking indigent litigants, we may institute language proficiency testing for any applicant who states that he or she is fluent in a language other than English. If you state that you are fluent in a language other than English, you may be asked to participate in a language proficiency evaluation with the Office of Court Interpreting Services and Language Access Program.

Thank you for your interest in the Family Court Panels.

Hon. Peter Krauthamer
Hon. Magistrate Judge Janet Albert
Co-Chairs Family Court Panels Committee