

The Assigned Counsel Defender Plan of Suffolk County (“SCACP”) provides attorneys the opportunity to fulfill the obligation of providing mandated legal services by representing indigent litigants in criminal, family and Appellate cases.

Attorneys may only participate on one criminal panel, either the Felony or Misdemeanor Panel, but may also be members of the Family Court and Appellate Panels. There is also a separate Murder Panel and a separate panel for those who wish to represent abuse/neglect and/or adults in Termination of Parental Rights cases before the Family Court.

One of the basic eligibility requirements is that an attorney either reside or have an office in Suffolk County. **Please note that the address and phone number you list on this application will be provided to the courts and to the clients you will be assigned. If you have a home office, you may want to consider getting a post office box.**

Please submit your application, Certificate of Good Standing, resume and proof of at least 6 CLE credits in the area in which you wish to join to:

Suffolk County Assigned Counsel Defender Plan
Daniel A. Russo, Administrator
Courthouse Corporate Center
320 Carleton Avenue, Suite 4300
Central Islip, New York 11722
Email: info@scacp.org

Although not required for Plan acceptance, we have enclosed applications for the Suffolk County Bar Association and the Suffolk County Criminal Bar Association. As an attorney practicing before the courts, you will find active participation in these Bar Associations important to your practice.

Once the Screening Committee has had an opportunity to review the materials, an interview will be scheduled. You will be notified in writing whether or not the Committee recommends you for membership on the panel or panels delineated in your application.

If you have any questions about the application, requirements or the Assigned Counsel Program, please contact me at (631) 439-0539 or email at info@scacp.org.

Very truly yours,

Daniel A. Russo
Administrator

APPLICATION FOR PANEL OF ATTORNEYS

INITIAL

UPGRADING

RE-CERTIFICATION

NAME: _____

MAILING/ ADDRESS: _____

CELL PHONE: _____ PHONE _____ E-MAIL: _____

HOME ADDRESS: _____

TAX ID #: _____ SSN#: _____

Admitted to New York State Bar: _____
(Date and Department)

ATTORNEY REGISTRATION #: _____

Are you currently registered with the Office of Court Administration? _____

Are you currently a member of any Bar Association? _____

What foreign languages do you speak, if any? _____

Attorneys must be admitted to practice in New York, be registered with the Office of Court Administration, and comply with the continuing legal education requirements as established by New York State (22 NYCRR Part 1500).

- I am compliant with this requirement.
- I am not compliant with this requirement.

There is a panel CLE requirement of at least 6 credits per year for each panel you serve. Should an applicant be applying for both criminal and family court panels, then twelve (12) credits per year are required. Presently, the SCACP hosts at least (2) mandatory CLE per year which attendance at same will fulfill this requirement.

Have you taken any continuing legal education credits in criminal law or related areas within the past year?

- I am compliant with this requirement.
- I am not compliant with this requirement.

PANELS ARE DIVIDED INTO EAST END OR WEST-END. West consists of District and Village Courts in Western Suffolk. EAST consists of Village and Justice Courts in Eastern Suffolk. (i.e.: Southampton, Riverhead, Quogue, etc.) Your address will determine which area you will be placed. Otherwise, please indicate preference:

EAST END WEST END

Please indicate which panel you would like to serve:

- "A" FELONY PANEL: Crimes punishable by death or life imprisonment:
- FELONY PANEL: Felonies triable in the County Court, other than crimes punishable by death or life imprisonment
 - DISTRICT COURT CALENDAR
 - COUNTY CALENDAR
 - D-11 WEEKEND CALENDAR
 - APPEAL PANEL
- MISDEMEANOR PANEL
 - CALENDAR ROTATION
 - APPELLATE TERM PANEL
- FAMILY COURT PANEL - All cases, excluding abuse, neglect and/or parental Termination.
- FAMILY COURT NEGLECT/ABUSE PANEL -Abuse, neglect and/or parental Termination cases. **Must be approved for Neglect/Abuse Panel before leave to apply to The Attorney for Children Panel.**
- APPEAL PANEL
- SUPREME COURT PANEL

Attorneys in any criminal panel may be included in the Family Panel. No attorney may be placed on more than one criminal trial list. If you have not been admitted to practice for a minimum of five years but believe that because of exceptional circumstances, you are eligible for the Murder and/or Felony Panel, please substantiate this on the resume required for admission to those panel

Have you ever been relieved from an assigned case? If so, state particulars:

Have you ever been suspended, removed, or asked to resign from any assigned counsel panel? If so, state particulars.

Have you ever been held in contempt? If so, state particulars

Have you ever been the subject of a complaint to a bar association or departmental grievance Committee which resulted in admonition, reprimand or censure, suspension from practice of law or disbarment? If so state particulars.

PLEASE NOTE: IF THERE IS A PENDING COMPLAINT YOUR APPLICATION CANNOT BE APPROVED UNTIL FINAL DISPOSITION BY THE GRIEVANCE COMMITTEE.

Have you ever been convicted of a crime in this state or in any jurisdiction of an offense which, if Committed in New York, would constitute a crime? If so, state particulars.

Are you currently or have you been, within the last five years, under treatment by a physician, Psychologist or therapist for any physical, mental or emotional illness or substance dependency or Other disorder that arguably might affect your performance as a litigator? If so, state particulars.

If you are willing to assist in the following, please check off the area:

- Are you willing to help in training less experienced attorneys in criminal matters?
- Are you interested in participating in our Mentor Program?
- Are you willing to allow a less experienced attorney “second chair” a trial or hearing that you are assigned?

Family Court

What Percentage of your practice dedicated to family law? _____ %

Panel Applicants must have the following general requirements within the 5 preceding years:

(1) At least two years experience in the practice of law OR significant experience in Family Court under a practice order of the Appellate Division or under Supervision of an experienced Family Court Practitioner.

I am compliant with this requirement
 I am **not** compliant with this requirement

(2) Prior to joining the panel complete 3 hours of CLE training on topics relevant to Family Court practice within the past year OR complete AC Panel Family Court Basics CLE.

I am compliant with this requirement
 I am **not** compliant with this requirement

Panel Applicants for representation of parents or respondents in **child neglect cases** or **voluntary placement cases** (including removal cases) (Social Services Law 358-a) requirements:

(1) Handled a child neglect case to completion and conducted one Family Court trial.

I am compliant with this requirement
 I am **not** compliant with this requirement

OR

(2) Conducted a fact finding hearing and disposition in a child neglect case.

I am compliant with this requirement
 I am **not** compliant with this requirement

OR

(3) Conducted an EWOC trial and handled a Family Court case.

I am compliant with this requirement
 I am **not** compliant with this requirement

OR

(4) Assisted with a fact-finding hearing in a child neglect case or an EWOC trial and handled a Family Court hearing to completion.

I am compliant with this requirement
 I am **not** compliant with this requirement

Panel Applicants for **child abuse cases** requirements:

(1) Handled a child abuse case to completion and conducted a Family Court trial.

I am compliant with this requirement

I am **not** compliant with this requirement

(2) Conducted a fact-finding hearing and disposition in a child abuse case.

I am compliant with this requirement

I am **not** compliant with this requirement

Panel Applicants for termination of parental rights and representation of parents in adoption proceedings requirements:

(1) Has been the attorney for the parent in the specific case beginning with the neglect, abuse or voluntary placement proceeding and subsequent permanency hearing.

I am compliant with this requirement

I am **not** compliant with this requirement

OR

(2) Handled one neglect or abuse case and subsequent permanency hearing(s).

I am compliant with this requirement

I am **not** compliant with this requirement

OR

(3) Represented a birth parent in an adoption proceeding involving revocation of surrender, allegations of abandonment or invalidity of a surrender.

I am compliant with this requirement

I am **not** compliant with this requirement

Panel Applicants for violation of support and paternity requirements:

(1) Conducted one support, violation of support or paternity hearing to completion.

I am compliant with this requirement

I am **not** compliant with this requirement

OR

(2) Assisted with a support, violation of support or paternity hearing and completed a hearing in a family court proceeding.

I am compliant with this requirement

I am **not** compliant with this requirement

Panel Applicants for family offense, violation of order of protection and custody/visitation/guardianship requirements:

(1) Completed a custody/visitation/guardianship, family offense or violation of order of protection hearing.

I am compliant with this requirement

I am not compliant with this requirement

OR

(2) Assist with a custody/visitation/guardianship, family offense or violation of order of protection hearing and completed a family court hearing.

(3) I am compliant with this requirement

(4) I am not compliant with this requirement

List the **total number** of cases you have handled in the past 3 years for the following types of cases:

Child Abuse _____

Child Neglect _____

Voluntary Placement _____

Termination of Parental Rights _____

Representation of Birth Parent in Adoption _____

Support _____

Paternity _____

Family Offense _____

Custody Visitation _____

Violation of Order of Protection _____

List the **total number** of cases you have handled at least through hearing in the past 3 years for the following types of cases:

Child Abuse _____

Child Neglect _____

Voluntary Placement _____

Termination of Parental Rights _____

Representation of Birth Parent in Adoption _____

Support _____

Paternity _____

Family Offense _____

Custody Visitation _____

Violation of Order of Protection _____

Check if you have second chaired in the past 3 years any of the following types of cases:

Child Abuse _____

Child Neglect _____

Voluntary Placement _____

Termination of Parental Rights _____

Representation of Birth Parent in Adoption _____

Support _____

Paternity _____

Family Offense _____

Custody Visitation _____

Violation of Order of Protection _____

Affirmation:

I hereby request that I be considered for participation in the Assigned Counsel Program. I affirm under the penalties of perjury that the foregoing information is true and correct.

I agree to comply with the terms of the Suffolk County Assigned Counsel Plan, all regulations promulgated by the Administrator, including payment regulations, all procedures regarding assignments, and all applicable statutory and case laws in connection with my role as an assigned attorney. I also agree to fulfill any continuing legal education requirements as determined by the Suffolk County Assigned Counsel program. Further, I agree to immediately notify both the assignment Judge and the Administrator in the event I am unable to continue to effectively represent my client at any time.

Date: _____

_____ (Signature)

For Use by the Screening Committee Only

Action Taken:

Recommended by the Committee for _____ Panels

Recommended for Training and/or Mentor Program

Not Recommended for Panel

DATE: _____