

**MONROE COUNTY  
ASSIGNED COUNSEL PROGRAM  
PANEL APPLICATION**

50 W. Main Street,  
Suite 8100 Rochester, New York 14614  
(585) 753-3430  
(585) 753-3489 (fax)  
**www.monroecounty.gov**

*Please print or type*

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address (this address will not be given to courts or clients by this office)

\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell Number (this number will not be given to court or clients without your approval)

\_\_\_\_\_

Number by which you prefer to be contacted: office \_\_\_\_\_ cell \_\_\_\_\_ either \_\_\_\_\_

Email address \_\_\_\_\_

Town, City or Village of Attorney's Home \_\_\_\_\_

Social Security Number \_\_\_\_\_ Tax ID Number \_\_\_\_\_

I wish to be paid in Individual Firm (Circle One)

Name of Firm (if applicable) \_\_\_\_\_

Firm Tax ID Number(if applicable) \_\_\_\_\_

Year of Admission to Practice \_\_\_\_\_ State in Which Admitted \_\_\_\_\_

Year of Admission to Practice. \_\_\_\_\_ State in Which Admitted \_\_\_\_\_

In Which Department were you admitted to practice in New York? \_\_\_\_\_

How long have you been practicing as an attorney? \_\_\_\_\_ Years \_\_\_\_\_ Months

Briefly describe your legal experience since then (you may attach resume or addendum if you wish),

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently registered with the Office of Court Administration? \_\_\_\_\_

What foreign languages do you speak, if any? \_\_\_\_\_  
Are you comfortable communicating with clients in these languages? \_\_\_\_\_

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 (22NYCRR Part 1500).

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

Any attorney that is within his or her first two years of admittance to the bar, or is new to the field of law on the panel for which her or she is applying is required to attend or otherwise view the Nuts and Bolts program applicable to said panel along with two other programs from the Nuts and Bolts series or equivalent programming, of his or her choice **in addition** to the NYS NYSCLE requirements.

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

The “Nuts and Bolts” program in a CLE program that was given in 2011 by the Monroe County Public Defender’s Office and the Monroe County Office of the Conflict Defender. These programs have been videotaped and are available through the Office of the Conflict Defender, as are the written materials for each program. CLE credit is not available for the viewing of these programs on video. Each program is approximately two hours long and is a basic, step by step overview of each topic heading. An equivalent CLE program is also acceptable, providing that the agenda for the CLE is provided to Administrator of the Assigned Counsel Program along with a copy of the Certificate of Attendance.

Panel members must complete a minimum of 24 credits every two years (or 32 hours for attorneys admitted less than two years), **eight (8)** of which must be in the field of law applicable to the panel for which he or she is a member. Should a member be sitting on both criminal and family court panels, then **twelve (12)** of the twenty-four credit hours shall be in criminal and family law, with a minimum of six in each field of law.

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

Every Applicant must provide a writing sample.

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

Indicate any continuing education course relevant to assigned counsel work that you have attended in the last two (2) years:

Topic	Approx. Date	Sponsor
_____		
_____		
_____		
_____		

Homicides/Predatory Sexual Abuse

What is the percentage of your practice that is devoted to Criminal Defense Law?

\_\_\_\_\_ %

Panel Applicants must have actual court experience in at least 30 criminal cases through disposition during the last 5 years, including at least 10 felony cases involving at least:

(1) Five felony trial which proceeded to verdict, of which at least 3 were jury trials.

\_\_\_ I am compliant with this requirement

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

a. Please provide captions of cases, dates and presiding judge.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(2) Ten hearing in criminal cases, in which at least 8 were felony cases, in which oral testimony was taken on the hearing was rendered and a decision.

\_\_\_ I am compliant with this requirement

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

(3) Examination during trial of at least 4 on the following expert witnesses, please circle which of the following conform with your experience:

- a. Police Officers
- b. Police Officers working in an undercover capacity
- c. An expert offering opinions on fingerprints
- d. An expert offering opinions on ballistics and/or firearms
- e. Psychiatrists or Psychologists
- f. Other medical experts
- g. Experts from a laboratory, including, but not limited to, all people classified by the Courts as experts from the Monroe County Public Safety Laboratory

\_\_\_ I am compliant with this requirement

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

For the periods indicated, list the number of each of the following types of witnesses you have examined during litigated motions or trials in criminal cases.

	Past 5 Years	Past Year	Cross/Direct	Type of Case
Ballistics Experts				
FBI/DEA/ATF Agents				
Chemist/Lab Tech				
Fingerprint Experts				
Medical Examiners				
Medical Experts				

Police Officers				
Psychiatrists				
Psychologists				
Serologists				
Undercover Agents				
Other				

Check here if you are willing to help in training less experienced attorneys in criminal matters: \_\_\_\_\_

Check here if you are willing to be available for questions from, or be a mentor to a less experienced attorney in criminal matters: \_\_\_\_\_

Check here if you are willing to allow a less experienced attorney to "second chair" a trial or hearing that you do: \_\_\_\_\_ (non-compensatory to the "second chair")

Applicants must submit a post-indictment motion filed in an A, B, or C felony case.

A, B, C Felony

What is the percentage of your practice that is devoted to Criminal Defense Law?

\_\_\_\_\_ %

Panel Applicants must have court experience in at least 30 criminal cases through disposition during the last 5 years, including at least 10 of which were felony cases involving at least:

(1) Ten hearings in criminal cases, in which at least 5 were felony cases, in which oral testimony was taken on the hearing was rendered and a decision.

\_\_\_ I am compliant with this requirement

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

(2) Five criminal felony trials which proceeded to verdict, of which at least 3 were jury trials.

\_\_\_ I am compliant with this requirement

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

a. Please provide captions of cases, dates and presiding judge.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(3) Cross examination during trial of at least 3 on the following, please circle which of the following conform with your experience:

- a. Police Officers
- b. Police Officers working in an undercover capacity
- c. An expert offering opinions on fingerprints
- d. An expert offering opinions on ballistics and/or firearms
- e. Psychiatrists or Psychologists
- f. Other medical experts
- g. Experts from a laboratory, including, but not limited to, all people classified by the Courts as experts from the Monroe County Public Safety Laboratory

\_\_\_ I am compliant with this requirement

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

For the periods indicated, list the number of each of the following types of witnesses you have examined during litigated motions or trials in criminal cases.

	Past 5 Years	Past Year	Cross/Direct	Type of Case
Ballistics Experts				
FBI/DEA/ATF Agents				
Chemist/Lab Tech				
Fingerprint Experts				
Medical Examiners				

Medical Experts				
Police Officers				
Psychiatrists				
Psychologists				
Serologists				
Undercover Agents				
Other				

Check here if you are willing to help in training less experienced attorneys in criminal matters: \_\_\_\_\_

Check here if you are willing to be available for question, from or be a mentor to a less experienced attorney in criminal matters: \_\_\_\_\_

Check here if you are willing to allow a less experienced attorney to "second chair" a trial or hearing that you do: \_\_\_\_\_ (non-compensatory to the "second chair")

D, E Felony

What is the percentage of your practice that is devoted to Criminal Defense Law?

\_\_\_\_\_ %

Panel Applicants must have court experience in at least 20 criminal cases within the past five years through disposition involving at least:

(1) Two Felony jury trials which proceeded to verdict.

\_\_\_ I am compliant with this requirement

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

(2) Five hearings in criminal cases, in which oral testimony was taken and a ruling on the hearing was rendered.

\_\_\_ I am compliant with this requirement

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

(3) Panel Applicants must have attended/viewed the Nuts and Bolts of a Felony case program or equivalent program.

\_\_\_ I am compliant with this requirement

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

For the periods indicated, list the number of each of the following types of witnesses you have examined during litigated motions or trials in criminal cases.

	Past 5 Years	Past Year	Cross/Direct	Type of Case
Ballistics Experts				
FBI/DEA/ATF Agents				
Chemist/Lab Tech				
Fingerprint Experts				
Medical Examiners				
Medical Experts				
Police Officers				
Psychiatrists				
Psychologists				
Serologists				
Undercover Agents				
Other				

Check here if you are willing to help in training less experienced attorneys in criminal matters: \_\_\_\_\_

Check here if you are willing to be available for question, from or be a mentor to a less experienced attorney in criminal matters: \_\_\_\_\_

Check here if you are willing to allow a less experienced attorney to "second chair" a trial or hearing that you do: \_\_\_\_\_ (non-compensatory to the "second chair")

Misdemeanors

What is the percentage of your practice that is devoted to Criminal Defense Law?

\_\_\_\_\_ %

Panel Applicants must have conducted a minimum of:

(1) One jury trial OR two bench trials, one which must be a criminal misdemeanor or felony OR a civil trial and conducted or assisted in a criminal hearing or trial.

\_\_\_ I am compliant with this requirement

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

(2) Panel Applicants must have attended/viewed the Nuts and Bolts of a Misdemeanor case program or equivalent program.

\_\_\_ I am compliant with this requirement

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



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 \_\_\_\_\_

Appeals

Percentage of your practice dedicated to appellate law: \_\_\_\_\_

In how many appellate cases, criminal and civil, have you been involved as sole or principal counsel?

Past 5 Years: Criminal \_\_\_\_\_ Family \_\_\_\_\_

Past 5 Years: Criminal \_\_\_\_\_ Family \_\_\_\_\_

In how many of each of the following categories of cases did you personally author the brief or argue the appeal?

	Authored Brief		Argued Appeal		Type of Case	
	Past 5 Years	Past Year	Past 5 Years	Past Year	Criminal	Family
Appeal to County Ct.						
Appellate Division						
NY Court of Appeals						
US Court of Appeals						
US Supreme Court						

Have you attended a training in appellate practice presented by the Appellate Division, Fourth Department, for assigned attorneys within the past 5 years in the area of criminal appeals? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you attended training in appellate practice presented by the Appellate Division, Fourth Department, for assigned attorneys within the past 5 years in the area of Family Court appeals? \_\_\_\_\_ Yes \_\_\_\_\_ No

**\* If you wish to be assigned to handle appeals, please submit with this application two appellate briefs which you have personally authored.**

Have you previously participated in this County's Assigned Counsel Program? \_\_\_\_\_  
Last Year Active with Monroe County ACP? \_\_\_\_\_

Have you previously participate in any other County's Assigned Counsel Program? \_\_  
If so, which county and when? \_\_\_\_\_

Have you ever been employed as an attorney with a public agency that has specialized in  
Family Court Issues (give details)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed as an attorney with a Legal Aid Society, Public Defender's  
Office, District Attorney's Office, or State or Federal Prosecutor's Office (give details)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any relevant Judicial Clerkships you have held (please include Court, Judge, Date  
and responsibilities): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any other relevant legal experience which would be helpful in evaluating your ability to  
serve on the panels for which you have applied: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been the subject of a complaint to a bar association or departmental  
grievance committee which resulted in your admonition, reprimand, or censure, your  
suspension from the practice of law or your disbarment or determined by a court to have  
provided ineffective assistance of counsel? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please state particulars (attaching additional paper, if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Monroe County Assigned Counsel Plan, all regulations promulgated by the Administrator, including payment regulations, all procedures regarding assignments, and all applicable statutory and case law in connection with my role as an assigned attorney. I also agree to fulfill any continuing legal education requirements as determined by the Monroe County Bar Association. Further, I agree to immediately notify both the assigning judge and the Administrator in the event I am unable to continue to effectively represent my client at any time.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_