



# Guardianship Application 2019 Fifteenth Judicial Circuit Court Appointed Attorney Registry

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## INSTRUCTIONS - RENEWING ATTORNEYS ONLY

Dear Attorney:

Thank you for your interest in renewing your contract to be on the Fifteenth Judicial Circuit Court Appointed Attorney Registry. Please be aware that there are three phases to the renewal process:

- Review and approval of the renewal application by the Chief Judge or his designee(s)
- Entering into a contract with the Justice Administrative Commission; and
- Being placed on the court appointed wheel which is maintained and administered by the Palm Beach County Clerk and Comptroller's Office.

Due to the administrative time used in the management of the court appointed wheel, applications will only be received from **May 1-May 15**. Changes to categories must be done during the application period. If removed from a wheel during the year, the attorney will NOT be able to seek reinstatement until the next application period. Please read all information below.

### A. APPLICATION INFORMATION FOR RENEWING ATTORNEYS

1. Renewing Attorneys who wish to remain on current court appointed wheels in the Fifteenth Judicial Circuit shall submit a completed Short Form Application and submit any other information requested by Court Administration. At the Chief Judge's discretion, a limit may be placed on the number of attorneys approved for each wheel. Having been approved for a 2018-2019 wheel does not guarantee approval for a 2019-2020 wheel.
  - If you wish to remain on the wheels for which you are currently approved and are not adding any new wheels - use the **Short Renewal Form**.
  - If you are wish to remain on current wheels and add new wheels, complete both the **Short Renewal Form** (for the renewing wheels) and the **applicable information sheets in the regular application** (for the new wheels). The information sheet sets forth the minimum requirements.
  - Renewals do NOT have to resubmit supporting case information for categories in which they are currently approved.
  - Due to the large number of attorneys on the various wheels, and the limited administrative support, do NOT contact Court Administration or the Clerk's Office to inquire as to the wheels for which you currently are approved. Check the correspondence from Court Administration (sent last year) approving the categories.
2. All applicants must attach a copy of the Florida Bar print-out showing completed CLE courses and documentation proving the required trials (such as print-outs from the clerk's office, judgments, commitments, etc.) It is the responsibility of the attorney to provide

documentation to keep his/her application current. **Failure to attach the required information will make the application ineligible for consideration. (This is for new categories only).**

3. All renewing attorneys must also complete the Attorney Certification Form.
4. By submitting the Short Form Application, the attorney certifies that he/she has read and is familiar with the Policies and Procedures for Appointment of Counsel found in Administrative Orders 2.603 and 2.604 which can be found on the Circuit's website at [www.15thcircuit.com](http://www.15thcircuit.com) as well as Florida Statutes §§ 27.40, 27.425, 27.5304, and 27.5305.
5. Processing of the renewal application may take up to 8 weeks.
  - a. The renewal application is reviewed and approved by the Chief Judge or designee(s). At the Chief Judge's discretion, a committee may be formed to review the applications.
  - b. Once the renewal application is reviewed and approved by the Chief Judge or designee, the attorney will receive a letter from Court Administration which will either list the case types and locations approved or will list the deficiencies which must be remedied in order for the application review process to continue. Failure to remedy the deficiencies will result in the application being rejected.
  - c. Once approved, the attorney must sign a contract with the Justice Administrative Commission ("JAC").
  - d. After Court Administration has received confirmation that the JAC contract has been signed, court administration will notify the clerk's office that the attorney will remain on the court appointed wheel(s).

## **B. APPOINTMENT INFORMATION**

1. Applicants must understand and agree that conflict case appointments are randomly chosen by a computerized program ("wheel") maintained by the Clerk's Office and that placement on the wheel does not guarantee appointments.
2. Court Administration makes no representations as to the number of cases in which the attorney may be appointed. The number of available cases (i.e. those in which the Office of Public Defender and/or the Office of Criminal Conflict and Civil Regional Counsel cannot provide representation) and the number of attorneys included on the Circuit's wheel will impact the frequency of appointments.
3. Failure by the attorney to accept appointments on any given basis (e.g. rejection of the case, unavailability etc.) may result in the attorney being removed from the court appointed wheel. Once removed from the court appointed list, the attorney must file a new application to be reinstated.

C. **REQUIRED NOTIFICATION INFORMATION**

Any attorney who is disbarred, suspended etc., or is otherwise the subject of discipline by The Florida Bar or who has had a legal malpractice case filed against him/her, must notify Court Administration within seven (7) days of the filing of the complaint, order or other charging document. In addition, any attorney who is under criminal investigation or has pending criminal charges against him/her must immediately notify Court Administration. Failure to provide such information may result in his/her immediate removal from the court appointed wheel.

D. **JAC CONTRACT INFORMATION**

Renewing Court Appointed Attorneys must re-execute a contract with the JAC each fiscal year which begins on July 1 and ends on June 30. The JAC will notify the attorney when the renewal contracts are available (usually in June). Failure to sign a renewal contract with JAC by July 15 will result in the attorney being removed from the wheel and requiring a new application during the next open application period.

E. **CONTACT INFORMATION**

1. Attorneys must maintain a valid email address and must provide notice to Court Administration, to the Clerk, and to the JAC upon any change in his/her address, email address and telephone number, and in his/her status.
2. Failure to comply with the terms of the contract with the JAC or with notifying Court Administration, the Clerk, and the JAC to any changes in status, may result in the attorney being removed from the court appointed wheel.
3. All attorneys on the court appointed wheel agree to accept correspondence through e-mail.

F. **SUBMISSION OF SHORT FORM RENEWAL APPLICATION**

Parts I through IV of the Short Form Renewal Application are to be **emailed only** no later than May 15, 2019 to:

**CAD-AttorneyWheel-2@pbcgov.org** – this inbox is for Guardianship and Mental Health Conflict Attorneys



# 2019 Fifteenth Judicial Circuit Court Appointed Attorney Application

## PART I

(You must fill out and return all applicable application pages)

FULL NAME: \_\_\_\_\_

FLORIDA BAR NUMBER & YEAR ADMITTED: \_\_\_\_\_

OTHER STATES IN WHICH ADMITTED TO PRACTICE LAW: \_\_\_\_\_

PRIMARY OFFICE ADDRESS (as listed with The Florida Bar): \_\_\_\_\_  
\_\_\_\_\_

PALM BEACH COUNTY OFFICE ADDRESS (if different): \_\_\_\_\_  
\_\_\_\_\_

I agree to meet with 15th Judicial Circuit Court Appointed clients at my Palm Beach County Office and will not require the client to travel outside Palm Beach County (circle one):

       YES        NO       

I agree to meet with 15th Judicial Circuit Court appointed client at a residential care facility (for guardianship cases) and to accept phone calls from the clients (circle one):

       YES        NO       

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FACSIMILE NUMBER: \_\_\_\_\_

**I CERTIFY THAT I HAVE READ AND AGREE TO THE TERMS SET FORTH IN THE THREE (3) PAGE INSTRUCTION SHEET AND ON THIS INFORMATION SHEET. FAILURE TO COMPLY MAY RESULT IN MY REMOVAL FROM THE WHEEL(S).**

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Date



## PART II

### 2019 Fifteenth Judicial Circuit Court Appointed Attorney General Registry Supplement

1. In the last 10 years, has any trial or appellate court found that you rendered ineffective assistance of counsel through a Florida Rule of Criminal Rule 3.850, Florida Rule of Criminal Procedure 3.851, or other equivalent state or federal hearing?

\_\_\_\_\_Yes      \_\_\_\_\_No

If YES, list all cases, including style of case, judge, and opposing counsel. Also, for each instance, please provide any explanation or circumstance you deem necessary or important to consider in further review of your application.

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2. In the last 10 years, has any trial court replaced you with another attorney after conducting a hearing pursuant to *Nelson v. State*, 274 So. 2d 256 (Fla. 4th DCA 1973) or other equivalent state or federal hearing?

\_\_\_\_\_Yes      \_\_\_\_\_No

If YES, list all cases, including style of case, judge, and opposing counsel. Also, for each instance, please provide any explanation or circumstance you deem necessary or important to consider in further review of your application.

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_____ Signature of Attorney	_____ Date
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**PART III**

**2019 Fifteenth Judicial Circuit  
Court Appointed Attorney Registry**

**ATTORNEY CERTIFICATION**

NAME: \_\_\_\_\_ FBN: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

In accordance with §27.40(3)(a), *Florida Statutes*, to be included on a Fifteenth Judicial Circuit Court Appointed Attorney Registry, I hereby certify:

1. I meet any minimum requirements established by the Chief Judge and by general law for court appointment; and
2. I am available to represent indigent defendants in cases requiring court appointment of private counsel; and
3. I am willing to abide by the terms of the Justice Administrative Commission Contract for Services; and
4. I further certify to the best of my knowledge and belief, all statements contained in my Court Appointed Attorney Application and herein are true, correct, complete, and made in good faith. I understand any omissions, falsifications, misstatements or misrepresentations above may disqualify me for consideration. If I am accepted for installation on any Fifteenth Judicial Circuit Registry and enter into a contract with the Justice Administrative Commission I understand any omissions, falsifications, misstatements or misrepresentations later discovered to have been made by me herein may be grounds for dismissal. I am required to adhere to the contract, to any applicable policies and administrative orders of the Fifteenth Judicial Circuit, and any policies and procedures of the Justice Administrative Commission ([www.JusticeAdmin.org](http://www.JusticeAdmin.org)); and
5. I agree to meet with 15th Judicial Circuit Court appointed clients at my Palm Beach County office. For appointed clients who are incarcerated, I agree to meet with them at the corrections facility. clients who are at a residential care facility, I agree to meet with them at the facility. I further agree to accept phone calls from the court appointed clients.
6. I agree to provide 30 days written notice if I wish to be removed from a wheel. I agree that once removed from the court appointed list, I must file a new application to be reinstated.

**SIGNATURE OF APPLICANT**

**DATE**

## 2019 Court Appointed Attorney Renewal Application (SHORT FORM)

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### PART IV

<b>WHEELS</b>	<b>CASE CODES*</b>	<b>CURRENTLY ON WHEEL?</b>	<b>REMAIN ON WHEEL?</b>	<b>REMOVE FROM WHEEL?</b>	<b>CIRCLE LOCATIONS</b>
<b>GUARDIANSHIP</b> - Incapacity	860, 865				WPB, NPB, DB, BG
<b>OTHER ADULT CIVIL</b> - Adult Protective Services	853				WPB, NPB, DB, BG
<b>BAKER/MARCHMAN</b> - Baker Act	840				WPB, NPB, DB, BG
<b>BAKER/MARCHMAN</b> - Marchman Act	851				WPB, NPB, DB, BG
<b>OTHER ADULT CIVIL HEALTH</b> - Tuberculosis	867				WPB, NPB, DB, BG

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\*For a list of categories corresponding to case codes, please refer to New Applicant Package found at [www.15thcircuit.com](http://www.15thcircuit.com).