



Guardianship Renewal Application

2023 Fifteenth Judicial Circuit

Court Appointed Attorney Registry

INSTRUCTIONS - RENEWING ATTORNEYS ONLY

Dear Attorney:

Thank you for your interest in remaining on the Fifteenth Judicial Circuit Court Appointed Attorney Registry, which is comprised of several category-specific Court Appointed Attorney Registries (collectively and individually referred to as the “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 or her designee(s);
- Entering into a contract with the Justice Administrative Commission; and
- Being placed on the Court Appointed Registry 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 Registry, applications are only accepted from April 1 – April 15. **THERE WILL BE NO EXTENSIONS.** Please be aware that changes to Registry categories may only be made during that application period. Further, if you are removed from the Registry during the year, you will NOT be able to seek reinstatement until the next application period. Please read all information below before completing and submitting your application.

A. APPLICATION INFORMATION FOR RENEWING ATTORNEYS

1. Renewing Attorneys who wish to remain on current court appointed Registries in the Fifteenth Judicial Circuit shall submit a completed Renewal Application, which includes:
 - a. A completed Court Appointed Attorney Application (Part I).
 - b. A completed Court Appointed Attorney General Registry Supplement (Part II) along with any supporting documentation.
 - c. A completed Attorney Certification Form (Part III).
 - d. A completed Requested Registry Categories Short Form (Part IV) along with a copy of a Florida Bar print-out showing that you have completed the required CLE courses for each Registry category on which you wish to remain. The CLE requirements for each Registry category are listed on the Requested Registry Category Information Page contained in Part IV of the applicable New Applicant package. You do not need to resubmit supporting case experience information, only CLE documentation. **Your application will not be considered without this CLE documentation.**
2. Renewing Attorneys who wish to remain on current court appointed Registries and add new Registries must submit:
 - a. A completed Renewal Application as set forth above (for the renewing Registries) and
 - b. For each new Registry, a completed Requested Registry Category Information Page found in Part IV of the applicable New Applicant package along with a copy of a Florida Bar print-out showing that you have completed the required CLE courses and documentation proving that you have the required case experience (such as print-outs from the Clerk’s Office, judgments, commitments, etc.) for each

new category you are requesting to be placed on. **Your application will not be considered without this documentation.**

3. Due to the large number of attorneys on the various Registries, and the limited administrative support, do NOT contact Court Administration or the Clerk's Office to inquire as to the Registry categories for which you currently are approved. Check the correspondence from Court Administration (sent last year) approving the categories.
4. At the Chief Judge's discretion, a limit may be placed on the number of attorneys approved for each Registry. Having been approved for a 2022-2023 Registry does not guarantee approval for a 2023-2024 Registry.
5. By submitting your application, you are certifying that you have read and are 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, as well as sections 27.40, 27.425, 27.5304, and 27.5305, Florida Statutes.
6. Processing of the application may take up to 8 weeks.
 - a. The application is reviewed by a committee and approved by the Chief Judge or his or her designee(s).
 - b. Once the application is reviewed and approved by the Chief Judge or his or her designee(s), you will receive a letter from Court Administration which will either list the Registries 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, you must sign a contract with the JAC.

B. APPOINTMENT INFORMATION

1. Conflict case appointments are randomly chosen by a computerized program maintained by the Clerk's Office and placement on a Registry does not guarantee appointments.
2. Court Administration makes no representations as to the number of cases in which you 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 Registry for each category will impact the frequency of appointments.
3. Your failure to accept appointments for any reason (e.g. rejection of the case, unavailability etc.) may result in you being removed from the Registry. If you are removed from the Registry, you will have to file a new application to be reinstated.

C. REQUIRED NOTIFICATION INFORMATION

1. You must immediately (within twenty-four hours) notify Court Administration if there is any change in your status with the Florida Bar (e.g. your license becomes inactive).
2. You must notify Court Administration if you become the subject of any disciplinary action instituted by the Florida Bar or have a legal malpractice case filed against you within seven days of the filing of the complaint, order, or other charging document.

3. You must immediately (within twenty-four hours) notify Court Administration if you become the subject of a criminal investigation or have criminal charges against filed against you.
4. Failure to comply with these notification provisions may result in your immediate removal from the Registry.

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 the JAC by June 15 will result in the attorney being removed from the Registry and requiring a new application during the next open application period.

E. **CONTACT INFORMATION**

1. You must maintain a valid email address and must provide notice to Court Administration, to the Clerk, and to the JAC upon any change to your address, email address or telephone number.
2. Failure to comply with the terms of the JAC Contract or to notify Court Administration, the Clerk, and the JAC of any changes to your contact information may result in your removal from the Registry.
3. All attorneys on the Registry agree to accept correspondence through email.

F. **SUBMISSION OF RENEWAL APPLICATION**

Parts I through IV of the Renewal Application are to be **emailed only** no later than April 15, 2023 to:

CAD-AttorneyWheel-2@pbcgov.org

This inbox is for Guardianship and Mental Health Conflict Attorneys



2023 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 (**please initial**):

_____ YES _____

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 (**please initial**):

_____ YES _____

EMAIL 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 REGISTRY.

Signature of Attorney

Date



PART II

2023 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.

2. In the last 10 years, have you been the subject of any disciplinary proceedings initiated by the Florida Bar or the Bar of any other jurisdiction?

_____ Yes _____ No

If YES, list all proceedings and the outcome. Also, for each instance, please provide any explanation or circumstance you deem necessary or important to consider in further review of your application.

3. 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.

Signature of Attorney	Date



PART III

2023 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); 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 to **CAD-AttorneyWheel-2@pbcgov.org** if I wish to be removed from a Registry. I agree that once removed from Registry, I must file a new application to be reinstated.
7. I agree to provide written notice via email to **CAD-AttorneyWheel-2@pbcgov.org** within twenty-four hours if my status with the Florida Bar changes. I agree to provide notice to the same email if I become the subject of any disciplinary action instituted by the Florida Bar or have a legal malpractice case filed against me within seven days of the filing of the complaint, order or other charging document. I also agree to provide immediate (within twenty-four hours) notice via the same email address if I become the subject of a criminal investigation or have criminal charges filed against me. I understand that my

failure to comply with these notification provisions may result in my immediate removal from the Registry.

SIGNATURE OF APPLICANT

DATE

2023 Court Appointed Attorney Renewal Application (SHORT FORM)

PART IV-REQUESTED REGISTRY CATEGORIES SHORT FORM

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

Please attach proof of the required CLE completion for each Registry Category on which you wish to remain. The CLE requirements for each Registry Category can be found in the information sheets contained in Part IV of the New Applicant Package.

*For a list of categories corresponding to case codes, please refer to New Applicant Package found at www.15thcircuit.com.