

MEMORANDUM

TO: Prospective Attorneys for Children

FROM: Tracy M. Hamilton, Director, Office of Attorneys for Children
Linda J. Kostin, Asst. Director, Office of Attorneys for Children

RE: Initial Training Application and Related Information

DATE: July 2016

Thank you for your interest in the Attorneys for Children Program. Enclosed is an application for the introductory training, Introduction to Effective Representation of Children. The training will be held in **Latham, NY at The Century House on Thursday and Friday, October 13 and 14, 2016**. The training is being offered in collaboration with the Appellate Division, Third Department. The agenda for both days is enclosed. **You must attend both days. The Fourth Department has an additional requirement that you must view four segments of domestic violence training online to be eligible for designation to a county panel.**

Because there are many more applicants than seats for the seminar, not everyone who applies will be able to attend. Selections will be made on the basis of factors such as geographic location, Family Court experience, and "special" skills, e.g., fluency in a foreign language. **We cannot seat applicants who have not completed the experience requirement set forth in paragraphs 14 and 15 of the application.**

A hard copy of the application with an original signature must be received by this office by August 12, 2016. Please do not fax or email applications. You will receive a letter informing you of the decision by August 29, 2016. **If accepted, you will also receive information about the domestic violence training requirement, which must be satisfied online prior to the October training.**

If you are selected to attend the training and your commute will be lengthy, we strongly suggest that you stay in Latham on Wednesday and Thursday nights. A limited number of rooms are available at The Century House for \$115 per night. Please contact the hotel to make reservations, if desired, and refer to the group name of "Office of Attorneys for Children" when making your reservation. We cannot reimburse attendees for expenses.

Once again, **applications must be received by August 12, 2016.** Thank you for your interest in the Attorneys for Children Program.

Please submit completed applications to:

**NYS Supreme Court, Appellate Division, Fourth Department
Office of Attorneys for Children
M. Dolores Denman Courthouse
50 East Avenue
Rochester, New York 14604**

ATTORNEY FOR THE CHILD APPLICATION

1. Name (Enter name used for NYS attorney registration)

_____ First _____ Middle _____ Last _____
(Sr., Jr.)

2. Prior Name(s):

_____ First _____ Middle _____ Last _____
(Sr., Jr.)

3. Social Security Number _____

4. A - NYS Attorney Registration #: _____
(See your biennial registration statement, or go to www.nycourts.gov-“Attorney Directory”).

B - Date/Department of NYS Bar Admission: Year _____ Dept. _____

C - Are you currently registered and in good standing with the NYS Office of Court Administration as required by Section 468-a of the Judiciary Law (having paid all biennial fees as required)?

_____ YES _____ NO

5. Present Employment: since what date? _____ check if self-employed _____

Name of Employer

Street Address City/Town/Village State Zip

Telephone Number Fax Number E-Mail Address

Do you serve in any public capacity such as a county attorney, public defender, assistant district attorney, municipal attorney, judge or justice of a city, town or village court or law clerk to a judge or justice, or legal services attorney, or are you employed full time by a government agency? _____Y _____N

If yes, please explain: _____

Is your availability to the Court limited? (e.g., “I am not available after 1:00 p.m.” or “I am not available on Mondays and Fridays.”) _____Y _____N

If yes, please provide reason why: _____

COMPLETE IF FEWER THAN FIVE YEARS IN PRESENT EMPLOYMENT:

Most recent prior employment From _____ to _____ Check if self-employed _____

Name of Employer

Street Address City/Town/Village State Zip

Telephone Number Fax Number E-Mail Address

6. Address to which all notices should be sent (if different from current business address in no.5):

Business Name (if any)

Street Address City/Town/Village State Zip

Telephone Number Fax Number E-Mail Address

7. County/Counties in which you are seeking panel designation:

YOU MUST HAVE ACCESS TO THE INTERNET TO PROCESS VOUCHERS

____yes, I have internet access ____no, I do not have internet access

8. Foreign languages spoken fluently:

9. Academic degrees awarded:

Degree	Year	Institution
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10. a. I have read and understand that I am required to follow Section 7.2 of the Rules of the Chief Judge and be in compliance with the Summary of Responsibilities of the Attorneys for Children that are attached and made a part of this application.

Yes ____ No ____

b. I understand that if my client is involved in an appeal, I am charged with knowledge of all information contained in the Appellate Training for AFC seminar presented on March 26, 2013. All segments of that seminar are

available on the 4th Dept. AFC website. Yes ___ No ___

c. If I do not wish to continue as AFC on appeal, I will contact the AFC Office to request substitution.

Yes ___ No ___

d. I understand that I must have billing records sufficient to justify charges on my AFC vouchers.

Yes ___ No ___

11. If accepted for AFC training, I will read and become fully familiar with the Compensation and Reimbursement Policies and Procedures, a copy of which will be provided at the training. Yes ___ No ___

12. PERSONAL BACKGROUND:

Have you ever been, or are proceedings pending in which you may be,

a. Charged with or convicted of any crime other than a traffic infraction (including military proceedings)? Yes ___ No ___

b. Sanctioned or held in contempt by any court? Yes ___ No ___

c. Subject to an order of protection issued against you? Yes ___ No ___

d. Suspended, removed or asked to resign from any assigned counsel plan or attorney for the child panel? Yes ___ No ___

e. Notified that you are a subject as a parent or person responsible for the care of a child of any indicated report to the Statewide Central Register of Child Abuse and Maltreatment? Yes ___ No ___

f. Notified by an attorney grievance committee that you are the subject of any complaint or disciplinary proceeding or that you are the subject of any professional discipline? Yes ___ No ___

g. Denied a professional or occupational license, or been cautioned, admonished or censured by a licensing authority, or resigned a professional or occupational license, or had an occupational or professional license revoked or suspended? Yes ___ No ___

h. Found civilly liable in an action involving fraud, misrepresentation, theft or conversion? Yes ___ No ___

i. Discharged in bankruptcy? Yes ___ No ___

j. Found liable for unpaid money judgments, liens or judgments of foreclosure? Yes ___ No ___

k. Found liable for civil penalties for unpaid taxes? Yes ___ No ___

- l. In default in the performance or discharge of any duty or obligation imposed by a judgment, decree, order or directive of any court or governmental agency? Yes ____ No ____
- m. Removed as a fiduciary by a court of competent jurisdiction for misconduct? Yes ____ No ____
- n. In forfeiture of a bond? Yes ____ No ____
- o. Found to have committed an ethical violation as a member of a judicial, executive or legislative branch of government? Yes ____ No ____

If you answered YES to any of the questions above, you must attach a separate sheet of paper and explain your answer in detail, giving all relevant dates.

13. WAIVER OF CONFIDENTIALITY

I authorize the Committee of Professional Standards of the Fourth Judicial Department, or any other judicial department or grievance committee, to share information about me as an attorney with the Office of the Attorneys for Children in the Fourth Department.

14. **PLEASE NOTE:** The same proceeding cannot be used to satisfy requirements under both paragraphs 14 and 15. **All proceedings must be July 2014 or later.**

List three proceedings as follows: one juvenile delinquency or person in need of supervision proceeding; **AND** one child abuse, child neglect or termination of parental rights proceeding; **AND** one child custody or visitation proceeding through which you have obtained experience in the representation of children by substantial participation, either as counsel of record or co-counsel (see, 22 NYCRR 1032.4[a][1][iii], revised July 2013).

Name of Proceeding	County	Docket Number(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. List two hearings in Family Court at which you participated as counsel or co-counsel, **OR** observed as testimony was taken (see, 22 NYCRR 1032.4[a][1][iii], revised July 2013). **Child support hearings do not satisfy this requirement. All hearings must be July 2014 or later.**

Name of Proceeding	County	Docket Number(s)
_____	_____	_____
_____	_____	_____

16. Please indicate the approximate number of Family Court proceedings in which you have appeared in addition to the proceedings listed in #14 and #15. _____

17. If accepted, you will receive information and training on AFC ethics, including application of the Chief Judge's rule (attached). **Before accepting an application, however, we want applicants to have some understanding of the nature of AFC representation. Please read the rule and the following scenario carefully. The scenario is not intended to be a realistic example of AFC decision-making. It is**

intended to make sure applicants have read the rule.

Dad brings a petition for modification of custody, alleging that since the prior order, which granted physical custody to Mom and liberal access to Dad, Mom has failed to supervise their 15-year-old child adequately and does not pay sufficient attention to his educational needs. Your client is an intelligent, articulate young man. He used to get "all As" but now gets Cs and an occasional D. Based on your thorough investigation, you believe Mom is so involved in her social life that she leaves your client alone many evenings. Your client apparently spends his time on the internet playing video games instead of doing his homework. You have met with and advised your client several times. He wants things to remain as they are. **Based on these facts alone, which position among those listed below is most consistent with the Chief Judge's rule:**

___ Modification is not warranted.

___ Modification is warranted.

___ Modification is warranted, but my client wants to continue to live with his mother.

18. I affirm under penalties of perjury that the information contained in this application is true and correct.

19. While this application is pending, and if this application is accepted, I understand that I am under a continuing duty to advise the Office of Attorneys for Children promptly if circumstances occur that would change my answers to question 12.

Date: _____ Applicant Signature: _____

**HARD COPY OF APPLICATION WITH ORIGINAL SIGNATURE, AND INITIALS IN TWO (2) PLACES AS INDICATED ON PAGES 6 and 7, MUST BE RECEIVED BY AUGUST 12, 2016
THERE WILL BE NO EXCEPTIONS**

Mail Applications to:
New York State Supreme Court
Appellate Division, Fourth Department
Office of Attorneys for Children
M. Dolores Denman Courthouse
50 East Avenue
Rochester, New York 14604

INCOMPLETE, UNSIGNED, UNINITIALED OR ILLEGIBLE APPLICATIONS WILL BE RETURNED

Section 7.2 of the Rules of the Chief Judge

Section 7.2 Function of the attorney for the child.

(a) As used in this part, "attorney for the child" means a law guardian appointed by family court pursuant to section 249 of the Family Court Act, or by the supreme court or a surrogate's court in a proceeding over which the family court might have exercised jurisdiction had such action or proceeding been commenced in family court or referred thereto.

(b) The attorney for the child is subject to the ethical requirements applicable to all lawyers, including but not limited to constraints on: ex-parte communication; disclosure of client confidences and attorney work product; conflicts of interest; and becoming a witness in the litigation.

(c) In juvenile delinquency and person in need of supervision proceedings, where the child is the respondent, the attorney for the child must zealously defend the child.

(d) In other types of proceedings, where the child is the subject, the attorney for the child must zealously advocate the child's position.

(1) In ascertaining the child's position, the attorney for the child must consult with and advise the child to the extent and in a manner consistent with the child's capacities, and have a thorough knowledge of the child's circumstances.

(2) If the child is capable of knowing, voluntary and considered judgment, the attorney for the child should be directed by the wishes of the child, even if the attorney for the child believes that what the child wants is not in the child's best interests. The attorney should explain fully the options available to the child, and may recommend to the child a course of action that in the attorney's view would best promote the child's interests.

(3) When the attorney for the child is convinced either that the child lacks the capacity for knowing, voluntary and considered judgment, or that following the child's wishes is likely to result in a substantial risk of imminent, serious harm to the child, the attorney for the child would be justified in advocating a position that is contrary to the child's wishes. In these circumstances, the attorney for the child must inform the court of the child's articulated wishes if the child wants the attorney to do so, notwithstanding the attorney's position.

(effective October 17, 2007)

Initial here _____

Summary of Responsibilities of the Attorney for the Child

While the activities of the attorney for the child will vary with the circumstances of each client and proceeding, in general those activities will include, but not be limited to, the following:

(1) Commence representation of the child promptly upon being notified of the appointment;

(2) Contact, interview and provide initial services to the child at the earliest practical opportunity, and prior to the first court appearance when feasible;

(3) Consult with and advise the child regularly concerning the course of the proceeding, maintain contact with the child so as to be aware of and respond to the child's concerns and significant changes in the child's circumstances, and remain accessible to the child;

(4) Conduct a full factual investigation and become familiar with all information and documents relevant to representation of the child. To that end, the lawyer

for the child shall retain and consult with all experts necessary to assist in the representation of the child.

(5) Evaluate the legal remedies and services available to the child and pursue appropriate strategies for achieving case objectives;

(6) Appear at and participate actively in proceedings pertaining to the child;

(7) Remain accessible to the child and other appropriate individuals and agencies to monitor implementation of the dispositional and permanency orders, and seek intervention of the court to assure compliance with those orders or otherwise protect the interests of the child, while those orders are in effect; and

(8) Evaluate and pursue appellate remedies available to the child, including the expedited relief provided by statute, and participate actively in any appellate litigation pertaining to the child that is initiated by another party, unless the Appellate Division grants the application of the attorney for the child for appointment of a different attorney to represent the child on appeal.

Initial here _____