

19th Judicial Circuit
Court Appointed Attorney Application and Preference Form

Please provide the following information as a part of the application and verification process for the General Registry of Court Appointed Attorneys. This application must be completed in its entirety and submitted electronically if you wish to be considered for appointment as a court appointed attorney in the Nineteenth Judicial Circuit. **An office within the geographic bounds of the Nineteenth Judicial Circuit where you can meet with clients in a professional and confidential setting is required for all case types except for death penalty cases and appeals.** The Chief Judge reserves the right to approve or remove any attorney from the General Registry of Court Appointed Attorneys.

Registry: Section 27.40, Florida Statutes, requires the chief judge to compile a registry of qualified attorneys available for appointment to represent persons in those cases where the Office of Criminal Conflict and Civil Regional Counsel is unable to provide representation due to conflict of interest. The registry is to include qualified and experienced attorneys compiled by county and by category (type) of cases.

Applicant Information

Full Name (As it appears on your FL Bar Membership): _____

Florida Bar Number: _____

Business Address: _____

(Street Address within the geographic bounds of the Nineteenth Judicial Circuit for all case types except death penalty and appeals)

(City)

(State)

(Zip Code)

Business # () Cell # () Fax # ()

E-Mail Address (Must be provided): _____

Mandatory Minimum Professional Requirements (Please read and initial each requirement. Failure to comply with these requirements may result in the attorney not being approved or removed from all Nineteenth Judicial Circuit court-appointed lists for a minimum of three years):

- _____ I am a member in good standing with The Florida Bar.
- _____ I am familiar with Justice Administrative Commission (JAC) policies and billing procedures for registry attorneys and agree to abide by them.
- _____ I have read and agree to abide by the Nineteenth Judicial Circuit's Administrative Order for Court Appointed Attorneys located under Attorneys at www.circuit19.org.
- _____ I agree to maintain an office in the circuit in which I am seeking inclusion on the Court's registry where I can meet with clients in a professional and confidential setting (describe), unless for death penalty cases or appeals.

- _____ I will appear in Court when required by the presiding judge and vigorously represent indigent defendants/parties.
- _____ I will not solicit compensation from the defendant or other clients that I am appointed to represent.
- _____ I agree to notify Court Administration, the JAC and the Clerk of Court in writing of changes in contact information, including: address, phone, fax and email.
- _____ I will notify the Chief Judge of any pending Bar complaint or open investigation by the Florida Bar against me.
- _____ I will notify the Chief Judge and JAC of any non-confidential consent agreements entered into between myself and The Florida Bar; and any claim of ineffective assistance of counsel against me that has been set for hearing.

Disciplinary Information (please initial the following statements if applicable):

- _____ I have been found guilty of, plead guilty or *nolo contendere* to, or had adjudication withheld on a felony or misdemeanor of the first degree; or been held in criminal or civil contempt.
- _____ I have been removed from a Registry list after notice of problems or concerns with my performance.
- _____ I have been disciplined by The Florida Bar or by the Bar of another State.

**Nineteenth Judicial Circuit Court Appointed Attorney Case
Classification Preference Form Place an "X" in the
appropriate block(s)**

Contract Name	St. Lucie	Martin	Indian River	Okeechobee
Non-Capital 1 st Degree Felonies & Capital Sexual Battery				
2 nd and 3 rd Degree Felonies				
Misdemeanor Cases				
Juvenile Delinquency Cases				
Criminal, Juvenile Delinquency & Jimmy Ryce Appeals				
Jimmy Ryce Trials				
Capital Death Penalty Cases lead-counsel				
Capital Death Penalty Cases co-counsel				

Capital Death Penalty Appeals				
Dependency Cases - Attorney for Parent				
Dependency Cases - Attorney for Child				
Dependency Appeals				
Standard Guardianship				
Emergency Guardianship				
Contract Name	St. Lucie	Martin	Indian River	Okeechobee
Guardianship Appeals				
Felony - V.O.P.				
Misdemeanor V.O.P.				
CINS/FINS Cases				

Case Category Standards

Please verify and check the following as applicable: Fill in only the verification information for the lists for which you are applying. Checking a box is your certification that you meet that specific requirement for the particular court-appointed counsel standard.

Capital Death Penalty Cases (Lead Counsel):

- I have been a member in good standing with The Florida Bar for the previous three years.
- I am an experienced and active trial practitioner with at least five years of litigation experience in the field of criminal law.
- I have served as lead counsel in no fewer than nine state or federal jury trials of serious and complex cases which were tried to completion, as well as prior experience as lead defense counsel or co-counsel in at least two state or federal cases tried to completion in which the death penalty was sought.
- I have served as lead counsel and tried to completion at least three jury trials in which the charge was murder; or alternatively, I have tried to completion at least one murder trial and an additional five felony jury trials.
- I am familiar with the practice and procedure of the criminal courts of the Nineteenth Judicial Circuit.
- I have demonstrated the necessary proficiency and commitment that exemplify the quality of representation appropriate to capital cases, including but not limited to the investigation and presentation of evidence in mitigation of the death penalty.
- I have attended within the last two years a continuing legal education program of at least twelve hours duration devoted specifically to the defense of capital cases. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Capital Death Penalty Cases (Co-Counsel):

- ❑ I have been a member in good standing with The Florida Bar for the previous three years.
- ❑ I am an experienced and active trial practitioner with at least three years of litigation experience in the field of criminal law.
- ❑ I have served as lead counsel or co-counsel in no fewer than three state or federal jury trials of serious and complex cases which were tried to completion.
- ❑ I have tried to completion at least two trials in which the charge was murder; or alternatively, I have tried to completion at least one murder trial and an additional felony jury trial
- ❑ I am familiar with the practice and procedure of the criminal courts of the Nineteenth Judicial Circuit.
- ❑ I have demonstrated the necessary proficiency and commitment that exemplify the quality of representation appropriate to capital cases.
- ❑ I have attended within the last two year a continuing legal education program of at least twelve hours duration devoted specifically to the defense of capital cases. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Capital Death Penalty Appeals:

- ❑ I have been a member in good standing with The Florida Bar for the previous three years.
- ❑ I am an experienced and active trial or appellate practitioner with at least five years of experience in the field of criminal law.
- ❑ I have prior experience in the appeal of at least one case where a sentence of death was imposed, as well as prior experience as lead counsel in the appeal of no fewer than three felony convictions in federal or state court, at least one of which was an appeal of a murder conviction; or alternatively, have prior experience as lead counsel in the appeal of no fewer than six felony convictions in federal or state court, at least two of which were appeals of a murder conviction.
- ❑ I am familiar with the practice and procedure of the appellate courts of the State of Florida.
- ❑ I have demonstrated the necessary proficiency and commitment that exemplify the quality of representation appropriate to capital cases.
- ❑ I have attended within the last two years a continuing legal education program of at least twelve hours' duration devoted specifically to the defense of capital cases. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Non-Capital 1st Degree Felonies & Capital Sexual Battery & Violation of Probation:

- ❑ I have been a member in good standing with The Florida Bar for the previous three years.
- ❑ I am an experienced and active trial practitioner with no fewer than ten state or federal jury trials as lead or co-counsel, including five felony jury trials that were tried to completion.
- ❑ I am familiar with the practice and procedure of the criminal courts in the Nineteenth Judicial Circuit.
- ❑ I have completed within the last two years a minimum of ten hours of CLE approved by The Florida Bar and devoted to criminal law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Second and Third Degree Felonies and Violation of Probation:

- ❑ I have been a member in good standing with The Florida Bar for the previous three years.
- ❑ I am an experienced and active trial practitioner with no fewer than five state or federal jury trials as lead counsel or co-counsel, including two felony jury trials that were tried to completion.
- ❑ I am familiar with the practice and procedure of the criminal courts in the Nineteenth Judicial Circuit.
- ❑ I have completed within the last two years a minimum of ten hours of CLE approved by The Florida Bar and devoted to criminal law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Misdemeanor and Misdemeanor Violation of Probation in County Court:

- ❑ I have been a member in good standing with The Florida Bar for more than one year with no disciplinary history with The Florida Bar for the past 3 years.
- ❑ I am an experienced and active trial practitioner with no fewer than three state or federal criminal trials.
- ❑ I am familiar with the practice and procedure of the criminal courts in the Nineteenth Judicial Circuit.
- ❑ I have completed within the last two years a minimum of ten hours of CLE approved by The Florida Bar and devoted to criminal law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Non-Capital Felony, Misdemeanor and Jimmy Ryce Appeals:

- ❑ I have been a member in good standing with The Florida Bar for the previous three years.
- ❑ I am an experienced and active practitioner in the field of appellate criminal law and have experience in the appeal of at least five criminal cases, at least two of which were felonies.
- ❑ I am familiar with the practice and procedures of the criminal court in the Nineteenth Judicial Circuit.
- ❑ I have completed within the last two years a minimum of ten hours of CLE approved by The Florida Bar and devoted to appellate law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Jimmy Ryce Trials:

- ❑ I have been a member in good standing with The Florida Bar for the previous three years.
- ❑ I am an experienced and active trial practitioner with no fewer than ten state or federal jury trials, as lead counsel or co-counsel, including five jury trials that were tried to completion.
- ❑ I am familiar with the practice and procedure of the criminal and civil courts in the Nineteenth Circuit.
- ❑ I have completed within the last two years a minimum of ten hours of CLE approved by The Florida Bar and devoted to criminal law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Juvenile Delinquency Trials:

- ❑ I have been a member in good standing with The Florida Bar for at least one year.
- ❑ I am familiar with practice and procedure of delinquency proceedings and the Unified Family Court of the Nineteenth Judicial Circuit.

- ❑ I am an experienced trial practitioner with no fewer than three delinquency dispositions or three state or federal trials completed to disposition.
- ❑ I have completed within the last two years a minimum of ten hours of CLE approved by The Florida Bar and devoted to criminal law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.
- ❑ I have completed within the last two years at least three hours of CLE approved by The Florida Bar devoted to delinquency law. This CLE may be part of the ten hours of criminal law CLE required above.

Emergency Guardianship:

- ❑ I have been a member in good standing of The Florida Bar for the previous three years.
- ❑ I am familiar with the practice and procedure of guardianship proceedings in the Nineteenth Judicial Circuit.
- ❑ I am an experienced trial practitioner who has represented clients in no fewer than ten (10) guardianship proceedings.
- ❑ I certify that I am familiar with statutory and case law for the following proceedings and certify competency to provide representation in the following proceedings: Chapter 415 for Adult Protective Services; the Marchman Act; the Baker Act; Chapter 392 for victims of tuberculosis; Chapter 744 & 765 and Fla. R. Prob. 5.900 Health Care Advance Directives; and Chapter 384 for victims of sexually transmitted diseases.
- ❑ I have completed within the last two years a minimum of three hours of CLE approved by The Florida Bar devoted to guardianship law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Standard Guardianship:

- ❑ I have been a member in good standing of The Florida Bar for the previous three years.
- ❑ I am familiar with the practice and procedure of guardianship proceedings in the Nineteenth Judicial Circuit.
- ❑ I am an experienced trial practitioner who has represented clients in no fewer than ten (10) guardianship proceedings.
- ❑ I have completed within the last two years a minimum of three hours of CLE approved by The Florida Bar devoted to guardianship law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Guardianship Appeals:

- ❑ I have been a member in good standing of The Florida Bar for the previous three years.
- ❑ I am familiar with the practice and procedure of guardianship proceedings in the Nineteenth Judicial Circuit.
- ❑ I am an experienced appellate practitioner who has represented clients in no fewer than five (5) appeals.
- ❑ I have completed within the last two years a minimum of three hours of CLE approved by The Florida Bar devoted to guardianship law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Dependency:

- ❑ I have been a member in good standing with The Florida Bar for the previous three years.

- ❑ I am familiar with the practice and procedure of dependency proceedings in the Nineteenth Judicial Circuit including the application of the Juvenile Rules of Procedure and the Family Law Rules of Procedure.
- ❑ I have tried at least two termination of parental rights cases or have one year of dependency experience; or I have observed at least thirty (30) hours of hearings, including six shelter hearings, three dependency hearings, and one TPR hearing.
- ❑ I have completed within the last two years a minimum of three hours of CLE approved by The Florida Bar devoted to dependency law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Attorney for Child:

- ❑ I have been a member in good standing with The Florida Bar for the previous three years.
- ❑ I am familiar with the practice and procedure of dependency proceedings in the Nineteenth Judicial Circuit including the application of the Juvenile Rules of Procedure and the Family Law Rules of Procedure.
- ❑ I have observed at least 30 hours of hearings, including six shelter hearings, three dependency hearings, and one TPR hearing.
- ❑ I have completed three-hour of training for attorneys for children.
- ❑ I have completed within the last two years a minimum of three hours of CLE approved by The Florida Bar devoted to dependency law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Dependency Appeals:

- ❑ I have been a member in good standing with The Florida Bar for the previous three years.
- ❑ I am familiar with practice and procedure of dependency proceedings in the Nineteenth Judicial Circuit.
- ❑ I am an experienced appellate trial practitioner with a least three years of experience in dependency or appellate law.
- ❑ I am an experienced and active practitioner in the field of appellate law or have experience in the appeal of at least five cases not limited to dependency or termination of parental rights.
- ❑ I have been lead counsel in at least one contested dependency trial and one contested termination of parental rights trial or can demonstrate knowledge through experience in the practice of family law.
- ❑ I have completed within the last two years a minimum of three hours of CLE approved by The Florida Bar devoted to dependency law. I understand that I need to obtain the required CLEs for this area of practice every 2 years to remain on the general registry.

Case descriptions must reflect the verification information indicated above. For example, if you must have experience in ten felony trials, complete ten case descriptions; if you must have experience in fifteen guardianship proceedings complete fifteen case descriptions, etc. If you need more than 5 case descriptions to complete your application for each desired list, then you must copy and attach additional forms. In confidential juvenile cases, you may use initials instead of full client names.

You must ensure that the case descriptions reflect the type and number of proceedings necessary to qualify you for appointment. Failure to do so will result in your application not being considered by Chief Judge Elizabeth A. Metzger.

Case Description

Darken the appropriate circle

- Jury Trial
- Bench Trial
- Other Proceeding

Darken the appropriate circle

Nature of Representation

- Lead Counsel
- Co-counsel

Darken the appropriate circle

Type of Proceeding

- Capital Murder
- Felony
- Misdemeanor
- Delinquency
- Dependency
- Guardianship
- Jimmy Ryce

(Explain)_____

Case Name: _____

Case Number: _____

Charges (including the disposition of case): _____

Case Description

Darken the appropriate circle

- Jury Trial
- Bench Trial
- Other Proceeding

Darken the appropriate circle

Nature of Representation

- Lead Counsel
- Co-counsel

Darken the appropriate circle

Type of Proceeding

- Capital Murder
- Felony
- Misdemeanor
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- Dependency
- Guardianship
- Jimmy Ryce

(Explain)_____

Case Name: _____

Case Number: _____

Charges (including the disposition of case):

Case Description

Darken the appropriate circle

Darken the appropriate circle

Darken the appropriate circle

Jury Trial

Nature of Representation

Type of Proceeding

Bench Trial

Lead Counsel

Capital Murder

Other Proceeding

Co-counsel

Felony

Misdemeanor

(Explain) _____

Delinquency

Dependency

Guardianship

Jimmy Ryce

Case Name: _____

Case Number: _____

Charges (including the disposition of case):

Case Description

Darken the appropriate circle

Darken the appropriate circle

Darken the appropriate circle

Jury Trial

Nature of Representation

Type of Proceeding

Bench Trial

Lead Counsel

Capital Murder

Other Proceeding

Co-counsel

Felony

Misdemeanor

(Explain) _____

Delinquency

Dependency

Guardianship

- Jimmy Ryce

Case Name: _____

Case Number: _____

Charges (including the disposition of case): _____

Case Description

Darken the appropriate circle	Darken the appropriate circle	Darken the appropriate circle
○ Jury Trial	Nature of Representation	Type of Proceeding
○ Bench Trial	○ Lead Counsel	○ Capital Murder
○ Other Proceeding	○ Co-counsel	○ Felony
		○ Misdemeanor
		○ Delinquency
		○ Dependency
		○ Guardianship
		○ Jimmy Ryce

(Explain) _____

Case Name: _____

Case Number: _____

Charges (including the disposition of case): _____

Attach the following documents for review:

1. Forms for all case descriptions as needed;
2. Current resume;
3. Proof of completion of required CLEs;
4. Print-out of member profile from The Florida Bar website, including any documents referenced in a 10-year disciplinary history (profile is required for all applicants, even if there has been no history of Bar discipline).
4. A list of three references, all of which are judges (any jurisdiction) or attorneys.

I certify that the answers given herein are true, correct, complete, and made in good faith. I understand that false or misleading information given in my application or omission of information requested will be grounds for refusal of appointment or dismissal. I understand that application for inclusion on the Registry is a competitive process and that I will not be approved for inclusion now simply because I may have been on the Registry in the past. I understand that appointment to the Registry is for one fiscal year only, and that if appointed now, I must complete a new Application package to be considered for appointment again in future years. I understand also, if appointed, I will adhere to the all terms of the contract with the JAC, and all

applicable policies and procedures and Administrative Orders established within the Nineteenth Judicial Circuit.

Signature of Applicant

Date

Please submit completed application and other documents to:

**Chief Judge Elizabeth A. Metzger, in care of
Court Administration, Nineteenth Judicial Circuit
250 NW Country Club Dr., Suite 217
Port St. Lucie, FL 34986**

Or email to: cac19@circuit19.org