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JUVENILE COURT DEPENDENCY APPOINTMENT LISTS  
INSTRUCTIONS AND APPLICATION

The application requirements apply to attorneys seeking to be placed on any appointment lists. Once approved for a panel, applications to remain on the requested panels shall be submitted to the Court for consideration annually by November 1<sup>st</sup> of each year. Applications for new attorneys seeking to be added to any of the panels or for existing attorneys seeking to be added to additional panels they are not presently on will be accepted on an ongoing basis throughout the year.

The application can be located on the Court's website: <https://juvenile-court.org>. Applications and supporting documentation shall be submitted via email to [PanelApplications@juvcourt.hamilton-co.org](mailto:PanelApplications@juvcourt.hamilton-co.org).

The Court will review the applications as they are received and will add and maintain Attorneys on the panels for which they are qualified for, in accordance with the Hamilton County Juvenile Court's Standards, Guidelines, and Regulations, as well as Ham.Co.Loc.R. 15. I understand that panel assignments will be done on a rotation designed to distribute cases fairly and equally to all panel members. I understand that my participation as a panel Attorney is at the discretion of the Hamilton County Juvenile Court and that my participation may be terminated at any time. Further, that the Hamilton County Juvenile Court may require additional training or mentoring based on experience or performance, as determined to be necessary or appropriate.

I hereby agree to notify the Hamilton County Juvenile Court in writing of any change in my contact information, liability insurance, and/or in my personal or professional status that would affect my qualifications to serve in the roles requested.

I hereby agree that I will retain and maintain malpractice insurance in an amount equal to the minimum coverage required by the Ohio Rules of Professional Conduct while engaged as a panel Attorney.

I have been provided a copy of and have read the Standards, Guidelines, and Regulations of the Hamilton County Juvenile Court and by my signature below do hereby agree to adhere to the same.

**CONTACT INFORMATION**

Enter your basic contact information in the space provided.

(1) Name: \_\_\_\_\_

(2) Mailing Address: \_\_\_\_\_

Your mailing address will be recorded for purposes of parties seeking service but will not be published without your consent. Please indicate if you consent to the publication of your mailing address: Yes/No

(3) Email Address: \_\_\_\_\_

Your email address will be a primary method utilized for communication by the Court concerning the appointment list and will be recorded for purposes of parties seeking electronic service but will not be published without your consent. Please indicate if you consent to the publication of your email address: Yes/No

(4) Phone Number: \_\_\_\_\_

Your phone number will be a primary method utilized for communication by the Court but will not be published without your consent. Please indicate if you consent to the publication of your phone number(s) and type of phone: Yes/No Cell/Office; Yes/No Cell/Office

(5) Fax Number: \_\_\_\_\_

Your fax number will be utilized by the Court, as needed, and recorded for purposes of parties seeking fax service but will not be published without your consent. Please indicate if you consent to the publication of your fax number: Yes/No

(6) Ohio Supreme Court Number: \_\_\_\_\_

**GENERAL QUALIFICATIONS**

I have one or more years of experience as an Attorney.

I do not have one or more years of experience as an Attorney but have taken, in the last two years, six or more hours of CLE related to Juvenile Law or engaged in the successful completion of a clinical education program on Juvenile Law.

(1) I have practiced in Dependency Law for the following amount of time: \_\_\_\_\_

(2) I have been subject to disciplinary proceedings or sanctions in any state in which I've been licensed: Yes/No. If yes, please provide additional information and outcome: \_\_\_\_\_

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

**REQUIREMENTS FOR ALL APPOINTMENT PANELS**

All applications for the Juvenile Appointment Panel must be accompanied by:

- (1) A resume detailing education, experience, and training that qualifies the applicant for the roles requested.

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- (2) A copy of the Insurance Policy Declarations page verifying amount and nature of professional liability insurance.
- (3) A copy of Attorney Registration Card, verifying current active registration status with the Supreme Court of Ohio

### **PANELS AVAILABLE**

I meet the necessary qualifications and wish to be placed on the following panels:

- Attorney for parent
- Co-Counsel with less experienced Attorneys/Mentees or complex cases
- Guardian ad Litem for adult parent
- Guardian ad Litem for minor parent
- Guardian ad Litem for child
- Attorney for child

### **OTHER OPPORTUNITIES**

I am willing to be involved in a mentee/mentor program and identify in the following role:

- Mentor
- Mentee

### **REQUIREMENTS FOR GAL PANEL**

In addition to the requirements above, I certify that I have completed the following required trainings.

- GAL Pre-Service Training pursuant to Sup.R.48. (new applicants)
- Ongoing CLE Training requirements pursuant to Sup.R.48.
- I have attached my CLE transcripts or certificates demonstrating my compliance with Sup.R.48 training requirements.
- I have completed my criminal background check that is performed at the Hamilton County Justice Center and attached the results. The Court will accept a comparable BCI check from other law enforcement agencies. (new applicants)
- I have submitted my request and attached my Central Registry Check with ODJFS results. Anyone residing outside the state of Ohio also must seek a children's services history from the state in which they reside. (new applicants)
- I have completed my Background Questionnaire and attached a notarized copy of the same. (new applicants)
- I have attached my Civil Background Instructions & Form. (new applicants)



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Have you ever been convicted of criminal non-support of a child? Yes No

Will you consent to a criminal records check? Yes No

**Civil Background:**

Have you ever been the subject of a restraining order, a temporary protective order or a civil protection order? Yes No

Have you ever been found in civil contempt of a support order for a child by a court? Yes No

Have you ever been the subject of an investigation of child abuse, neglect, dependency or a child in need of services by a public children service agency, which resulted in an administrative finding or disposition that substantiated or indicated the allegation? Yes No

Are you the subject of a pending investigation by a public children services agency regarding an allegation alleging abuse, neglect or dependency? Yes No

Have you ever committed an act that resulted in a court adjudicating a child abused, neglected, and dependent or in need of protective services? Yes No

Have you ever had a civil monetary judgment imposed against you for any acts committed by you involving a child? Yes No

Have you ever had a civil judgment or verdict issued against you by any court for professional malpractice or misconduct in the work place? Yes No

**Professional Conduct:**

Is there anything that prevents you from performing the essential duties of a Guardian ad Litem as set forth in Juvenile Rule 4, O.R.C section 2151.291, Superintendent Rule 48 and Hamilton County Local Rules 20 and 30? Yes No

Have you ever been disbarred, suspended, censured or formally reprimanded by a professional licensing agency, administrative organization or governing body for misconduct or failure to fulfill your





## **STANDARDS, GUIDELINES, AND REGULATIONS**

The standards, guidelines, and regulations for counsel appointed to represent indigent persons in dependency cases shall be as follows:

### **STANDARDS:**

- (1) Personally interview clients without delay and confer as often as necessary to elicit and ascertain matters pertinent to the person's defense.
- (2) Provide competent representation, whether for an emergency proceeding, pre-trial, trial, post-dispositional filings, and preserve the client's right to an appeal, unless permitted to withdraw as Attorney of record by the appropriate Court.
- (3) Withdraw as counsel only for good cause shown and by written Motion. Upon entry by the Court, confer with succeeding counsel regarding the client's defense.
- (4) Do not solicit or accept compensation from any source other than as provided by the Hamilton County Board of Commissioners' fee schedule, nor accept private employment as retained counsel in any proceeding in which you were originally appointed as Attorney of record.
- (5) Promptly advise clients of their rights and take all necessary actions to preserve them.
- (6) Diligently and actively participate in the full and effective preparation of each client's case.
- (7) Carefully investigate all defenses of fact and of law that may be available to your client, and be prepared to file all Motions appropriate to your client's case.
- (8) Immediately notify the Court of any case in which the seriousness of the allegations or nature of the proceedings requires consideration of the appointment of alternative or additional Counsel who has additional experience or qualifications.
- (9) Utilize the resources available to counsel at the Ohio Public Defender and through the Court, including mentoring by experienced panel attorneys.
- (10) Advise clients of collateral consequences of the proceedings they are subject to, including but not limited to, matters of employment and immigration.

### **GUIDELINES:**

All counsel shall:

- (1) Arrive to hearings on time. If the Attorney is not on time for a designated Day One docket, it is possible that the Attorney may not be receive appointments that day.
- (2) If the Attorney knows in advance that they will be unavailable on a designated Day One docket date, they shall contact the Court to advise them as soon as they become aware of the scheduling conflict.
- (3) If the Attorney has switched a designated Day One docket date with another panel Attorney, the Attorney originally assigned to the case shall contact the Court to advise them as soon as the arrangement is made.
- (4) If the Attorney knows that they will be unavailable for a prolonged period of time and that it would interfere with the Court's ability to schedule cases within a reasonable amount of time (ie, unavailable for three or more weeks) they shall notify the Court as soon as they become aware.
- (5) File with the Court a Motion, Entry, and Certification for approval of fees.

- (6) Submit to the Office of the Public Defender all vouchers with a fully executed Affidavit of Indigency or a Certification indicating that such an affidavit is on file within 30 days of the case termination.
- (7) If the circumstance arises where an Attorney must leave the panel and withdraw from active cases, that Attorney will return the cases to the Court for case reassignment.
- (8) Comply with all qualifications, regulations, and standards of the State of Ohio, Ohio Supreme Court, and the Ohio Public Defenders Commission.
- (9) Maintain active practice registration with the Ohio Supreme Court.
- (10) Secure and maintain professional liability insurance and annually provide the Court with the Attorney's Declaration Page.
- (11) Maintain professional status that is not in conflict with ORC 120.39(A).
- (12) Immediately advise the Court of any change in status that would result in conflict with these regulations.
- (13) Maintain an active e-mail address and telephone number and keep the Court advised of any changes.

### **REGULATIONS:**

All counsel shall:

- (1) Submit billing timely pursuant to the policies and rules of the Ohio Public Defender. Failure to do so may result in nonpayment.
- (2) The Attorney shall list their client and their respective case numbers on one Motion, Entry, and Certification form.
- (3) Time billed on one Motion, Entry, and Certification form cannot be billed on any other form for which payment is being requested.
- (4) Regardless of whether the Attorney/GAL represented the children, parents, or other parties in an abuse, dependency, neglect action, the Attorney shall list all children and their respective case numbers on one Motion, Entry, and Certification form.
- (5) In abuse, dependency, and neglect cases, the Attorney/GAL is entitled to bill the maximum fee allowed by the county for the initial dispositional hearing and each subsequent annual review hearing before the Court. Such billings are not considered periodic billings.
- (6) Periodic Billings. In cases where proceedings are carried out over an extended period of time, or where multiple trials are held for one case, an Attorney may submit more than one bill over the duration of the case. Where two or more bills for the same case number are submitted, those with hours listed only under the categories out-of-court and/or pre-trial hearings will be considered periodic billings. When a bill for that case number is then received that contains hours listed as other in-court, or that has a disposition marked dismissed, it is considered a final billing. To determine the maximum amount payable, the totals of all such billings will be added together. Once the maximum has been reached, no additional payment will be paid unless the billing is accompanied by an order granting extraordinary fees.
- (7) Motions for Extraordinary Fees. Cases eligible for extraordinary fees are ones which, because of extraordinarily complex issues, multiple offenses, lengthy trials, or other reasons, warrant compensation at a rate which exceeds the maximums established by the Hamilton County Public Defender Commission. The Motion, Entry, and Certification form and a separate entry should be

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presented to the Court for review and approval. The fee to be awarded is within the discretion of the assigned Judge.

(8) Attorneys who have retired from a government position and are interested in joining a panel shall be responsible for investigating and becoming aware of all potential negative impacts that joining a panel may have on their continued ability to collect OPERS retirement funds.

I have read, received, and understand the contents of this document and the requirements and expectations contained herein. Furthermore, I have read and understand the Attorney Qualifications established for appointed counsel as set forth in OAC 120-1-10 and agree that I am in compliance with the training and experience listed therein. Finally, I agree to abide by all Standards, Guidelines, Regulations, and Rules that exist as it relates to my role as appointed counsel.

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Printed name

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Signature

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Date