

2007 AAL CONTRACT APPLICATION PACKET

The following items are enclosed:

1. Application form for ad litem program
2. Qualification form for educational prerequisites and clinical prerequisites
3. Administrative Order No. 15 of the Supreme Court
4. Contract and Grant Disclosure and Certification Form

GENERAL INFORMATION

1. Applications will be reviewed as received in order to fill the position as soon as possible. Applications may be returned by mail, e-mail, fax, or in person to Teri M. Hays, Administrative Office of the Courts, Justice Building, 625 Marshall, Little Rock, AR 72201. Applicants will be notified by letter or e-mail as soon as possible as to the awarding of the contract(s).
2. AAL Professional Services Contracts do not include benefits and are reviewed in the spring of each year for a July 1st renewal. No taxes are withheld in connection with Professional Services Contracts and a 1099 form will be provided and the income reported to the IRS.
3. Administrative Order No. 15 of the Arkansas Supreme Court (Sections 1 and 2) promulgated September 21, 2001 outlines the standards for attorneys ad litem in dependency-neglect cases. These standards are incorporated into the contract and will be enforced. **Independent investigation of the case, mandatory ongoing contact with the child client and other similar requirements result in responsibilities that greatly exceed that of attending court hearings.** Be sure you have read and understood the requirements of those standards before applying for a contract or position.
4. Ad litem in juvenile court must be qualified pursuant to the administrative order. This includes 10 hours of specialized CLE as outlined in the per curiam as well as a clinical prerequisite as outlined therein. **THESE REQUIREMENTS MUST BE MET BY THE EFFECTIVE DATE OF THE CONTRACT. THEY DO NOT HAVE TO BE MET PRIOR TO APPLICATION.** If you are qualified as parent counsel in dependency-neglect cases, the educational component of that qualification is identical and only the clinical prerequisite will have to be met. On the form for the educational component, write in **APARENT COUNSEL QUALIFIED.**
5. The documents required to apply for the ad litem contract are the application form, a resume, a completed Contract and Grant Disclosure and Certification Form, and a cover letter (a) explaining why you would like to be a dependency-neglect attorney ad litem, and (b) (For contract position application) whether your present professional responsibilities allow you to adequately provide ad litem representation to children under the contract for which you are applying. You may include the qualification forms for specialized CLE and clinical prerequisites if those are already completed, but they are not required at this time.
6. The expected pay rate for part-time ad litem is \$800 per case per year based upon an average caseload. Contracts will be written for the average caseload for which representation is needed in each particular area; however, significant changes in the number of cases handled by the AAL will be addressed by a contract amendment if funding permits.

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7. The maximum number of cases for a part-time contractor per Supreme Court Admin. Order No. 15, absent exceptional circumstances, is 25 cases. A contract for 25 cases equals \$20,000 per year which is paid monthly (\$1,666 per month). If the appropriation level is sufficient, funds for out-of-pocket expenses and mileage will also be available.
8. Full-time positions include all state employee benefits. Full-time employment position salaries are based on a scale determined by the dependency-neglect experience of the applicant. Expense and mileage allowances are also made.
9. The Maximum number of cases for a full-time employee per Supreme Court Admin. Order No 15, absent exceptional circumstances, is 75 cases.
10. To monitor compliance with standards, to assure program quality, to assure accountability under the flat-fee payment method for contract positions, and for general information gathering purposes for the program and for the child welfare field, monthly reporting of cases and case activity is required. As this is an integral part of the AAL program reporting requirements are strictly enforced.
11. Attorneys ad litem who are appointed to represent in dependency-neglect cases are required to continue representation in all stages of the case, including appeals.
12. Access to a working e-mail account will be a requirement for the awarding of a contract.
13. Contractors may on occasion be asked to cover a case in an adjoining or nearby county if the contract ad litem for that county has a conflict of interest.
14. If you have questions, please call Teri Hays or e-mail to teri.hays@arkansas.gov

Teri M. Hays
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Administrative Office of the Courts
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APPLICATION FOR ATTORNEY AD LITEM CONTRACT
ADMINISTRATIVE OFFICE OF THE COURTS
DIVISION OF DEPENDENCY/NEGLECT REPRESENTATION

Name _____ Today=s Date _____
Mailing Address _____
Physical Address _____
Phone Number _____ Fax Number _____
E-Mail Address _____ Cell _____
Judicial District in which services will be rendered _____ Bar # _____
Circuit Judge(s) _____ SS or Tax ID # _____

TYPE OF STATUS REQUESTED:

- ___ INDIVIDUAL CONTRACT
___ COUNTY OR LOCAL GOVERNMENT CONTRACT
___ AGENCY/FIRM CONTRACT
___ FULL-TIME EMPLOYEE
___ FULL TIME (Maximum of 75 cases)
___ PART-TIME (Maximum of 25 cases)

I ___ have ___ have not discussed my possible representation with the Juvenile Judge(s) in the above-named judicial district.

My proposal would be to provide representation in the following county(ies) for the approximate number of cases listed:

County: _____ Number of cases _____
County: _____ Number of cases _____
County: _____ Number of cases _____
County: _____ Number of cases _____
County: _____ Number of cases _____

TRAINING AND EXPERIENCE:

Date of Licensing in Arkansas _____

Are you currently in good standing with the Arkansas Supreme Court? _____
Are you listed on the child abuse central registry ___ Yes ___ No
Are you currently serving as an ad litem in dependency/neglect (D-N) cases? ___ Yes ___ No
Are you currently serving as a parents attorney in D-N cases? ___ Yes ___ No

If so, state the approximate period of time you have engaged in that representation, the judge and jurisdiction served, whether appointed or retained and the current method of payment. Also estimate the number of dependency/neglect cases you currently handle and list the counties you currently serve.

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Are you currently qualified as a juvenile ad litem pursuant to Admin, Order No. 15? _____

Are you currently qualified as a parent counsel pursuant to Admin, Order No. 15? _____

Are you currently qualified as a domestic relations ad litem pursuant to Admin, Order No. 15? _____

Please detail all experience you have had in representing children and specify the types of cases (dependency-neglect, FINS, delinquency, child custody, etc)

If you are requesting a part-time contract, please outline any other legal representation or activities you expect to engage in during the course of this contract. (Private law firm, state agency employee, other state or county contract, or appointment, elected office, or part-time employee status such as deputy public defender, prosecutor, municipal judge, etc.) Please break down the percentage of time you expect to devote to these dependency-neglect cases and any outside practice or professional obligations.

Do you know of any potential conflicts of interest between representation in dependency-neglect cases in the judicial district for which you are requesting a contract and any of your current or past professional endeavors? If so, please explain.

Have you served as an attorney for the Department of Human Services in any capacity in the past 10 years? ___Yes ___No If so, in what capacity and in what counties did you serve ?

PLEASE ATTACH RESUME