

OFFICE OF THE PARENT DEFENDER
NON-CRIMINAL APPELLATE ROSTER
APPLICATION INSTRUCTIONS

- 1) **Please review** [IDS Rules 3.1 through 3.7](#) and [IDS policies in appellate cases](#)
- 2) **Complete Application:** The following must be submitted to the Office of the Parent Defender before your application will be considered for roster membership:
 - a. **Application form and attachments:** The application form is a fillable document and should be completed in full. Handwritten applications will not be accepted. Answer all questions. Use “N/A” for inapplicable fields. If additional space is required, use an attachment for your response and indicate on the application “see attachment.”
 - b. **Current resume:** Submit a current resume as an attachment
 - c. **Statement of interest:** By cover letter or attachment, submit a statement describing your interest in representing indigent clients in non-criminal appeals: abuse/neglect/dependency (A/N/D), termination of parental rights (TPR), and civil contempt.
 - d. **Legal writing samples:** Submit at least four legal writing samples. Writing samples may include appellate briefs, legal pleadings, or memoranda of law. Please do not submit copies of opinions unless the opinion is a writing sample.
 - e. **Reference letters:** Reference letters must be submitted by at least three attorneys licensed in North Carolina for at least five years or professors of law familiar with your legal writing and oral advocacy skills. Reference letters must be submitted directly by the reference. See Section VIII for further details.
- 3) **Application submission:** Scan and email the complete application form, attachments, resume, statement of interest, and writing samples to Deputy Parent Defender Annick Lenoir-Peek (Annick.Lenoir-Peek@nccourts.org).
- 4) **Training:** The Deputy Parent Defender may require you to attend training in child welfare law and appellate procedure before a final decision is made on your application. If you are added to the non-criminal appellate roster, you will be required to attend two appellate training courses – one during your first year of membership, and one during your second year of membership. See [IDS policy](#).
- 5) **Interview:** The Deputy Parent Defender may require an interview before a final decision is made on your application.
- 6) **Notification:** Once your complete application and reference letters are reviewed and a decision is made, you will be notified of the Deputy Parent Defender’s decision by email or mail.
- 7) **Confidentiality:** All information contained in the application shall be confidential and available only to the Office of the Parent Defender, the Office of the Appellate Defender, and Indigent Defense Services and shall not be disclosed unless required by law.
- 8) **Waiver:** By submitting this application, the applicant explicitly waives the right to review reference information obtained by the office of the Parent Defender.

OFFICE OF THE PARENT DEFENDER
NON-CRIMINAL APPELLATE ROSTER APPLICATION

I. PERSONAL INFORMATION

First name:

Middle name:

Last name:

Preferred name:

Current employer (indicate if self-employed):

Office mailing address:

Email:

Office phone:

Mobile:

Start date of current position:

General nature of your practice:

NC Bar number:

NC Bar admission month and year:

Other State Bar admissions, bar numbers, and admission years:

Professional associations:

Law School and graduation year:

Undergraduate school and graduation year:

Other Education, degrees, and graduation years:

Languages, other than English, in which you are fluent:

If you previously applied to serve on this roster but were denied membership, list the year:

If you previously served on this roster, list dates of service:

If you serve or have served on a state or federal trial or appellate court roster representing adult or juvenile indigent clients, identify the districts, types of cases assigned, and years of service:

Have you ever been disbarred, suspended, reprimanded, or otherwise publicly disciplined by a local, district, or State bar? Yes No

If yes, explain in an attachment to this application.

II. PREVIOUS LEGAL EMPLOYMENT

If you have been in your current position for less than three years, please provide any prior employment information for the past three years:

I have been in my current position for at least three years

Previous employer:

Dates of employment:

Position:

Address:

Phone:

website:

Briefly describe the nature of the practice:

Previous employer:

Dates of employment:

Position:

Address:

Phone:

website:

Briefly describe the nature of the practice:

Previous employer:

Dates of employment:

Position:

Address:

Phone:

website:

Briefly describe the nature of the practice:

III. NON-CRIMINAL LITIGATION EXPERIENCE

Number of years of AND/TPR appellate experience:

Please list the party you have represented on appeal (DSS/GAL/Parent):

Number of years of AND/TPR trial experience:

Percentage of practice devoted to AND/TPR cases during the past three years:

Have you represented clients on appeal in civil or criminal cases?

If yes, percentage of your practice devoted to civil or criminal appeals during the past three years:

Please identify your four most recent AND/TPR appeals. Include civil and criminal appeals if you have not represented clients in **four** AND/TPR appeals. Please do not submit copies of opinions.

1) Case Name:

Appellate court and docket number:

Citation to decision:

2) Case Name:

Appellate court and docket number:

Citation to decision:

3) Case Name:

Appellate court and docket number:

Citation to decision:

4) Case Name:

Appellate court and docket number:

Citation to decision:

IV. EDUCATION & TRAINING

Please Identify CLE courses you attended or taught during the last three years involving AND or TPR law or appellate procedure:

Course name:

Nature of training:

Date:

Location:

Attended Taught

Course name:

Nature of training:

Date:

Location:

Attended Taught

Course name:

Nature of training:

Date:

Location:

Attended Taught

Course name:

Nature of training:

Date:

Location:

Attended Taught

V. CURRENT RESUME

Please submit your current resume as an attachment.

VI. STATEMENT OF INTEREST

By cover letter or attachment, please submit a statement describing why you want to represent indigent clients on appeal. The statement should not exceed one page.

VII. LEGAL WRITING SAMPLES

Please submit at least **four** legal writing samples as attachments. Writing samples may include appellate briefs, legal pleadings, or memoranda of law. Please do not submit opinions unless the opinion is a writing sample.

Identify legal writing samples attached to application:

- 1)
- 2)
- 3)
- 4)

Are all submitted writing samples solely your own work? Yes No

If not, please identify the writing sample(s) and explain your contribution:

VIII. REFERENCE LETTERS

Reference letters must be submitted by at least three attorneys licensed in North Carolina for at least five years or professors of law familiar with your legal writing and oral advocacy skills. Please identify your references below.

Reference letters must be submitted by the reference attached to an email to Deputy Parent Defender Annick Lenoir-Peek (Annick.Lenoir-Peek@nccourts.org) or mailed to the Office of the Parent Defender, Attn: Appellate Roster Application, 123 W. Main Street Suite 308, Durham, NC, 27701. Reference letters submitted by the applicant will not be considered.

If you have applied to the criminal roster, do not have your references send two sets of reference letters. Only have your reference letters sent to the Office of the Appellate Defender.

I am applying to the criminal appellate roster.

1) Reference name:

Employer and position:

Address:

Phone:

Email:

How reference knows applicant:

2) Reference name:

Employer and position:

Address:

Phone:

Email:

How reference knows applicant:

3) Reference name:

Employer and position:

Address:

Phone:

Email:

How reference knows applicant:

4) Reference name:

Employer and position:

Address:

Phone:

Email:

How reference knows applicant:

IX. CERTIFICATION

I certify that I have given true, accurate, and complete information in this application. I understand this application may be rejected if I provided false information or documentation or failed to disclose relevant information.

For purposes of determining my roster eligibility, the Deputy Parent Defender is authorized to investigate all information provided in this application and supporting submissions and conduct confidential inquiry of identified references and others familiar with my experience and abilities.

All information received by the Office of the Deputy Parent Defender in conjunction with this application shall be confidential and available only to the Office of the Parent Defender, the Office of the Appellate Defender, and Indigent Defense Services and shall not be disclosed unless required by law. I explicitly waive the right to review reference information obtained by the Deputy Parent Defender.

I have read the IDS rules and policies for providing legal representation in non-criminal appeals. I agree to comply with all IDS rules, policies, and conditions of appointment in appellate cases.

Please remember to save a copy of this application for your files.

Electronic Signature Agreement: By selecting the "I Accept" button, I am signing this application electronically. I agree my electronic signature is the legal equivalent of my handwritten signature on this application.

I Accept

Date

Name