

Panel Application Procedure for the Criminal Defense Panels in Kings, Queens and Richmond counties:

The Assigned Counsel Plan for the Appellate Division has established minimum requirements for the following panels: Misdemeanor, Felony, Homicide and Criminal Appeals Panels.

The minimum requirements for each panel are posted separately.

The following are required materials:

1. Application
2. Notarized Release and Waiver (Page 9 of the Application)
3. Two writing samples
4. Letter of Disciplinary History (instruction on how to obtain this letter are posted separately)
5. Certificate of Good Standing
6. Three letters of recommendation (see addendum on guidelines for recommendation letters.)

You may submit your application by email or by regular mail.

Materials may be emailed to Isaiah Ryan, Program Assistant, at iryan@justice.nyc.gov. If you wish to send materials by regular mail, please send them to:

Assigned Counsel Plan - Second Department
253 Broadway, 8th Floor
New York, NY 10007
ATTN: Panel Applications

Bar Association Screening Committee Process

Completed application packages are forwarded to the relevant Screening Committees. Once the Screening Committee has had an opportunity to review the materials, the Committee will schedule an interview.

The Screening Committee will review your application and interview you if your application meets the requirements as outlined in the Eligibility Requirements. The Committee will then determine whether or not to recommend you for membership on the panel or panels delineated in your application. If you are not recommended, the committee will notify you. If you are recommended, your application will be sent to this office for further processing.

Letter of Recommendation Guidelines

The Letters of Recommendation must be sent directly to this office from the person making the recommendation.

Please submit one letter of recommendation from each of the following: (1) a member of the judiciary, (2) a trial adversary and (3) another colleague. The person making the recommendation should be familiar with your trial and/or written work. These recommendations should be prepared according to the Recommendation Guidelines. Please give a copy of the Recommendation Guidelines (attached to this letter) to each person who will be submitting a recommendation on your behalf. "Form letter" recommendation letters are not acceptable.

Recommendation Guidelines for Those Submitting Letters on Behalf of Applicants for the Criminal Defense Panels in the Appellate Division, Second Department, 2nd, 11th and 13th Judicial Districts

RE: _____ (Name of Applicant)

The above-named applicant has applied for membership on one or more panels of the Assigned Counsel Plan in the Second Department, 2nd, 11th and 13th Judicial Districts. As part of the review process, the Screening Committee and the Assigned Counsel Plan require three letters of recommendation. If you plan to submit a letter of recommendation on behalf of the above-named applicant, please follow the guidelines listed below:

1. State the length of your acquaintance with applicant and in what capacity you are acquainted with the applicant (i.e., supervisor, adversary).
2. State whether or not you are familiar with the applicant's trial skills (i.e., tried a case against the applicant, presided over a trial in which the applicant was one of the attorneys, etc.) Briefly summarize your opinion of the applicant's trial skills.
3. State whether you have reviewed the applicant's written work (motions, responses to motions, briefs, etc.) Briefly summarize your opinion of the applicant's written work.
4. State any other information that you believe might be relevant to an assessment of the applicant's professional skills (demeanor in court, courtesy to judges and other attorneys, punctuality for court appearances, etc.)
5. State whether you recommend the applicant and the basis for your recommendation.

Please send your letter directly to:

**Barbara A. DiFiore
18-B Panel Administrator
Assigned Counsel Plan
253 Broadway – 8th Floor
New York, NY 10007**

Your letter will be included in the application package that will be sent to the relevant Bar Association Screening Committee.