



King County
King County Department of Public Defense
Assigned Counsel Panel Application

King County Department of Public Defense (DPD) maintains an Assigned Counsel Panel of attorneys interested in providing legal defense services to indigent defendants who cannot be represented by any one of the existing divisions within DPD due to a legal conflict of interest. Cases are assigned on an individual basis. The application process for the panel is outlined below.

BACKGROUND

The Department of Public Defense (DPD) provides legal representation to indigent persons entitled to appointed legal services in King County courts and in Seattle Municipal Court, as assigned by DPD or as appointed from the bench, in compliance with all applicable laws and administrative regulations of the State of Washington, King County Code (KCC), and Washington State Rules for Professional Conduct (RPC) for persons:

- Aged 18 and over, charged with felonies in King County,
- Aged 18 and over, charged with misdemeanors in unincorporated King County,
- Aged 18 and over, charged with misdemeanors in Seattle Municipal Court
- Under the age of 18, in Juvenile Court matters,
- In Juvenile Dependency matters,
- In civil proceedings relating to the Involuntary Commitment Act, the Sexually Violent Predator Act, and Civil Contempt of Court.

The statutory authority for these responsibilities is found in [King County Code 2.60](#).

Minimum requirements for qualification of attorneys can be found in Standard 14 of the [Washington State Bar Association \(WSBA\) Standards for Indigent Defense Services](#) (revised March 8, 2024). Pending adoption by the Washington State Supreme Court pursuant to [CrR 3.1](#), [CrRLJ 3.1](#), and [JuCR 9.2](#).

REQUIREMENTS, BENEFITS, AND COMPENSATION

Members of DPD Assigned Counsel may receive:

- No-cost DPD training in relevant case areas,
- Email updates on court procedures and changes in the law,
- No-cost attorney-client phone calls from King County correctional facilities,
- No-cost access to Judicial Access Browser System (JABS), used to locate Washington state case information,
- No-cost interpreter phone service for use when court interpreter services are unavailable,

Compensation information and requirements for the Assigned Counsel Panel can be found in the [DPD Assigned Counsel Policy](#), available on the [DPD Assigned Counsel Panel Website](#).

SELECTION OF ATTORNEYS

Attorneys interested in representing indigent clients as part of KC DPD's Assigned Counsel Panel may apply for membership by submitting completed Application Packet, which includes the following:

- Completed Assigned Counsel Panel Application,
- Proof of admission to practice law in Washington State, and
- Current Insurance Certificate and Endorsement.

It is important to note that a completed Application Packet does not guarantee an applicant a place on the Assigned Counsel Panel nor does acceptance to the Assigned Counsel Panel guarantee that the member will be assigned clients or casework in a certain practice area. DPD reserves the right to limit the size of the panel.

DPD will evaluate applications that meet the administrative and contractual minimum requirements as set forth in this application and the policies of DPD. DPD will evaluate each application based on its total characteristics and any other information available. DPD may:

- Request additional information from applicants to clarify information,
- Consult with judges, court staff, clients, and others who have knowledge of the applicant and/or the local caseloads and practices to aid in the review of the applicant's merits, and
- Consult individuals with experience and expertise in the proposed case types to aid in the review of the applicant's merits.

Completed Assigned Counsel Applications should be emailed to:

DPD.AssignedCounsel@kingcounty.gov

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I. ATTORNEY PROFILE:

A. General Information

1. Name: _____ WSBA Number: _____
2. Email: _____
3. Address: _____
4. Telephone: _____
5. Law Firm Name (if applicable): _____
6. Bar Affiliations/Memberships: Please list all current and past admissions and list dates of admission. _____
7. Office Resources: Please attach a written summary of your office resources, including a private office area to meet and confer with clients, office staff, and your electronic storage and communication capabilities (including phone, computer, access to electronic legal research materials, capability to handle large electronic discovery cases, etc.).
8. Previous Employment: Please list below your most recent relevant legal employment history. Start with your current employer. Additional information can be provided in an attached resume.

Name of Employer: _____

Dates of Employment: _____

Position/Title: _____

Position Description: _____

Employer's Address: _____

Employer Contact Name and Title: _____

Phone: _____

Email: _____

Name of Employer: _____

Dates of Employment: _____

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Position/Title: _____

Position Description: _____

Employer's Address: _____

Employer Contact Name and Title: _____

Phone: _____

Email: _____

Name of Employer: _____

Dates of Employment: _____

Position/Title: _____

Position Description: _____

Employer's Address: _____

Employer Contact Name and Title: _____

Phone: _____

Email: _____

B. Additional Information

1. Have you ever been disciplined by the Bar of any state, or by any court? Have you been removed from a case by order of the court for any reason other than conflict of interest or irreconcilable differences with a client?

YES NO

If YES, please attach a description of the incident(s).

2. Have you ever been the subject of a Bar complaint, been the defendant in any civil or criminal lawsuit, or had an investigation opened by the Bar Association regarding any violation of the RPCs?

YES NO

If YES, please attach a copy of all Bar Complaint records and written description of the incident(s), including the resolution(s). Please attach a waiver of confidentiality for Bar Complaint records if necessary.

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3. Are you now an officer or director of any business enterprise other than your law practice?

YES NO

If YES, please attach a description.

4. Do you have any prior involvement in a business or governmental enterprise which may affect your practice as an Assigned Counsel Panel attorney in any area administered by King County DPD, including conflicts of interest under the RPCs?

YES NO

If YES, please attach a description.

II. PRACTICE EXPERIENCE

1. Public Defense Experience: Please attach a written summary of your experience with public defense work, including information about where you practiced, number of years of experience with public defense work, types of cases, areas of specialization, etc.

a. Tell us about your experience working with indigent clients. What are some of the challenges and satisfactions you've experienced?

2. Private Practice Experience: Please attach a written summary of your experience in private practice, including information about your current law firm (number of partners, administrative staff, years of operation, etc.), number of years of experience in private practice, and any other relevant business experience as a solo practitioner or law firm partner.

3. What percentage of your current practice/position involves:

____ % Civil Litigation

____ % Criminal Litigation

____ % Non-Litigation

100%

4. Approximate the distribution of appearances in the following courts and the number of cases you have tried within the last ten years as sole or chief counsel to verdict or judgment, rather than settled (please indicate Jury or Bench):

____ % Municipal Court _____ # Tried; Jury or Bench

____ % County District Court _____ # Tried; Jury or Bench

____ % State Superior Court _____ # Tried; Jury or Bench

____ % Federal District Court _____ # Tried; Jury or Bench

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_____ % Appellate Court _____ # Tried; Jury or Bench

_____ % Administrative Tribunal _____ # Tried; Jury or Bench
100%

5. Please attach a description of the policies and/or procedures you will use to ensure that expert witnesses are employed when necessary and that consistent and systematic efforts are made to secure the needed expert locally at a reasonable cost.

6. Please attach a summary of your participation in activities with the purpose of furthering access to justice (for example: professional services rendered at no or reduced fee to persons of limited means or to public service or charitable groups/organizations, or participation in activities for improving the law, the legal system, or the legal profession).

III. ASSIGNED COUNSEL PANEL MINIMUM REQUIREMENTS:

Please check all case types for which you are qualified for ***and*** wish to be assigned. Minimum qualifications for each case type can be found in Standard 14 of the [Washington State Bar Association \(WSBA\) Standards for Indigent Defense Services](#) (revised March 8, 2024). Pending adoption by the Washington State Supreme Court pursuant to [CrR 3.1](#), [CrRLJ 3.1](#), and [JuCR 9.2](#).

Adult Criminal Trial Court Cases

- Misdemeanor Low Cases and Misdemeanor Probation Hearings

- Misdemeanor High Cases

- Felony Mid and Felony Low Cases

- Felony Sex Cases

- Felony High Cases

- Felony High – Life Without Parole and Murder Cases

- Felony Material Witness Representation

Juvenile Trial Court Cases

- Misdemeanor Low Cases and Misdemeanor Probation Hearings

- Misdemeanor High Cases

- Felony Mid and Felony Low Cases

- Felony Sex Cases

- Felony High Cases

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Felony High – Murder Cases

Juvenile Court Status Offense (Becca) Cases - CHINS, ARY, Truancy

Civil Cases - Trial Court Cases

Representing Children and Youth in Dependency Cases

Civil Commitment Cases (RCW 71.05) – ITA

Contempt of Court Cases

Appellate Cases

RAJ Misdemeanor Appeals and Writs to Superior Court

IV. QUALIFYING EXPERIENCE AND REFERENCES:

A. Qualifying Experience

List five (5) cases reaching final disposition which qualify as predicate cases for each of the case types to which you are applying. Attach additional pages for each case type, if necessary.

1. Court: _____ Case #: _____ Date: _____

Client Name: _____

Charge(s): _____ Disposition: _____

Trial: YES NO BENCH JURY

2. Court: _____ Case #: _____ Date: _____

Client Name: _____

Charge(s): _____ Disposition: _____

Trial: YES NO BENCH JURY

3. Court: _____ Case #: _____ Date: _____

Client Name: _____

Charge(s): _____ Disposition: _____

Trial: YES NO BENCH JURY

4. Court: _____ Case #: _____ Date: _____

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Client Name: _____

Charge(s): _____ Disposition: _____

Trial: YES NO BENCH JURY

5. Court: _____ Case #: _____ Date: _____

Client Name: _____

Charge(s): _____ Disposition: _____

Trial: YES NO BENCH JURY

B. References

Please provide three additional references who are familiar with your trial work within the last three years (defenders, prosecutors, judges, other attorneys). **If you are seeking work on a specific case type(s), please include a reference who is familiar with your trial work on that case type(s).**

| <u>NAME</u> | <u>TITLE</u> | <u>PHONE NO.</u> | <u>EMAIL ADDRESS</u> |
|-------------|--------------|------------------|----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

V. ADDITIONAL CONDITIONS

1. To be eligible for assignments, attorneys must take at least seven (7) hours of the WSBA's annual continuing legal education (CLE) requirement in criminal law, or in family law, if your practice area is dependency or civil contempt. Upon acceptance to the Assigned Counsel Panel, you must provide verification of CLE compliance. This requirement is ongoing for each year the attorney remains on the Assigned Counsel Panel.
2. Panel attorneys must maintain, at a minimum, (a) professional liability insurance coverage in the amount of \$1,000,000 for each claim and \$1,000,000 in the aggregate, with a maximum deductible of \$10,000; and, if an employer: (b) Statutory Workers Compensation and, (c) Employers' Liability/Stop Gap in the amount of \$1,000,000. Upon acceptance to the Assigned Counsel Panel, you must provide verification of insurance requirements.
3. If offered placement on the Assigned Counsel Panel, attorneys must attend the Assigned Counsel Panel Orientation. If offered placement on the Civil Commitment panel or any Juvenile panels, attorneys must complete a 2-hour, subject-matter-specific training in addition to the Assigned

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Counsel Panel Orientation. All training requirements must be completed before a panel attorney will be considered eligible for case assignments.

4. To ensure that indigent clients are provided adequate representation, DPD or its designee will evaluate the performance of attorneys accepting cases. Assigned Counsel Panel attorneys agree that such evaluation may include the following: viewing the attorney’s performance in court; soliciting and receiving comments from judges, clients, other counsel, and court personnel regarding the attorney’s performance; and examining legal documents filed by the attorney.

VI. CERTIFICATION AND SIGNATURE

By signing and returning the application form,

I accept and intend to abide by the terms and conditions included within the application,

I understand and acknowledge that, if offered placement on the King County Department of Public Defense Assigned Counsel Panel, any and all work is performed as an independent contractor only and NOT as an employee of King County or King County Department of Public Defense,

I understand that any false or misleading information contained herein, or any failure to submit required information may result in the termination of contracting activities with King County Department of Public Defense.

Signature: _____

Print Name: _____

Title/Firm: _____

Date: _____