

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 23-12**

**Re-establishment of and Amended Requirements for Admission to Family Court  
Attorney Panels**

**WHEREAS**, by Administrative Order No. 04-15 issued July 23, 2004, and Administrative Order No. 09-07 issued June 12, 2009, panels of attorneys were established from which appointments were made to cases in neglect and abuse, juvenile, and other Family Court matters; and

**WHEREAS**, the Plan for Furnishing Representation in Neglect Proceedings in the District of Columbia provides that “[t]he panels of attorneys developed shall be periodically reexamined to insure that the composition of such panels reflects due regard for attorneys with the highest qualifications, and that the size of such panels is consistent with the needs of the . . . Superior Court;”

**WHEREAS**, it is in the best interest of the administration of justice that the Court establish a regular and ongoing process for re-establishing all Panels on a predictable schedule and to otherwise establish a process to accept, at any time, applications from attorneys who wish to become a member of the Panels during the time between the periodic re-establishment of the Panels; and

**WHEREAS**, it is necessary to allow the Court more flexibility in addressing the legal needs of indigent persons and to allow the submission of applications from qualified attorneys at any time; and

**WHEREAS**, the Court re-established the Family Court Panels through Administrative Orders 12-02, 15-21, and 19-04;

**NOW, THEREFORE**, it is, by the Court,

**ORDERED**, that the Court shall re-establish the Family Court Panels every four (4) years; and it is further

**ORDERED**, that the Panel Oversight Subcommittee of the Family Court Implementation Committee (“the Committee”), shall accept applications to the Family Court Panels from qualified attorneys, including applications from attorneys not currently included on the Panels, and make recommendation to the Chief Judge as hereafter described; and it is further

**ORDERED**, that the schedule for the 2023 re-establishing of the Panels shall be as follows:

1. **Acceptance of Applications**: opening of applications: July 3, 2023;  
close of applications: 5:00 p.m., August 29, 2023.
2. **Committee Recommendations to Chief Judge**: November 3, 2023.
3. **Re-establishment of Panels**: January 2, 2024.

**ORDERED**, that the Committee shall receive applications for appointment to the Panels and, after receipt of any comments from the Advisory Committee, shall recommend to the Chief Judge applicants it deems well-qualified to become a Panel member consistent with the Court’s need for attorneys; and it is further

**ORDERED**, that the Committee shall, before recommending that any attorney become a member of any Panel, consider and decide (a) whether an attorney is qualified for the Panel, and (b) the Court’s need for additional attorney(s) required to provide quality representation to all persons eligible; and it is further

**ORDERED**, that the Committee may also recommend an attorney with excellent credentials but less Superior Court experience, if

(a) the attorney has a demonstrated an interest in representing indigent persons and in the subject matter area of the law; and

(b) the attorney is willing to serve as a provisional member of the Family Court Panels until such time as the Committee determines that they are qualified for Panel membership; and it is further

**ORDERED**, that to be considered for appointment to the Panels, attorneys must submit the following:

1. A copy of the applicant's completed application, using the application form as amended and issued by the Committee;
2. A Certificate Concerning Discipline issued by the Office of Bar Counsel of the District of Columbia, or its equivalent from each jurisdiction where the applicant has ever been admitted to the Bar;
3. Certification that payment of the applicant's D.C. Bar dues is up-to-date, if applicable; and it is further

**ORDERED** that no attorney will be considered for the Family Court Attorney Panels, from the date of this Order forward, unless he or she has the following qualifications:

1. Membership in good standing in the D.C. Bar or proof of pending application for admission to the D.C. Bar through waiver<sup>1</sup>;
2. An office within the metropolitan D.C. area;

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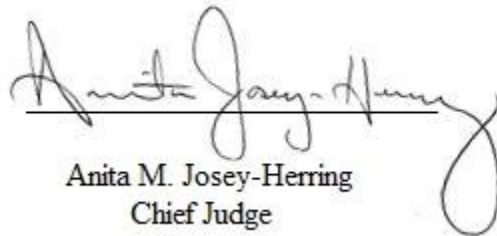
<sup>1</sup> Appointment to cases is contingent upon full admission to the D.C. Bar.

3. A commitment to complete hours of CLE each year as may be required by the Court;
4. A commitment to comply with all applicable Administrative Orders setting an annual cap for attorney compensation for appointed representation; and
5. A commitment to comply with Superior Court Attorney Practice Standards;

**ORDERED**, that between periods of re-establishment, the Committee shall accept, at any time, applications to the Panels from qualified attorneys, and make recommendation to the Chief Judge, to add such qualified attorneys to any Panel as the Committee deems appropriate in accordance with the needs of the Court; and it is further

**ORDERED**, that for those applications that are submitted and considered between the times of re-establishment of the Panels, the Court reserves the right to act expeditiously with regard to any application, while deferring action with regard to any other application.

**SO ORDERED.**



Anita M. Josey-Herring  
Chief Judge

**Date: July 3, 2023**

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