

Application for Fiscal Year 2020 Contract

Office of the Child's Representative | www.coloradochildrep.org

*This application is for individuals who **do not** have a current pickup contract with OCR. (For current contractor renewal or verifications, please consult your individualized email instructions from OCR.)*

Information for Applicants

- This is [a preview of] the application for the provision of legal services as Guardian *ad Litem*, state-paid Child's Legal Representative, and/or Counsel for Children for the contract period beginning 7/1/19.
- The Office of the Child's Representative (OCR) is mandated (CRS 13-91-101) to provide best interests representation to children in the State of Colorado. [CJD 04-06](#) further defines the OCR's payment and oversight responsibilities to include attorneys appointed as counsel for children in dependency and neglect proceedings. Therefore, this office will contract with attorneys to provide attorney services as Guardians *ad Litem*, state-paid Child's Legal Representatives, and attorneys in dependency and neglect proceedings. The OCR will create an [appointment list](#) for each judicial district.
- All attorneys who contract with OCR are independent contractors, not employees of the OCR. Prior to engagement as an independent contractor for the OCR, the parties will enter into a separate written contract setting forth the duties and responsibilities of the parties.
- **Deadline:** Applications must be submitted no later than **5:00pm on Monday, April 1st, 2019**. Only applications submitted electronically through this online form will be accepted. Upon submission of this application, each applicant will receive a confirmation and summary of the form via email.
- **Resume: PDF format is preferred.** This form will prompt you to upload your resume with optional cover letter as a single document so it will be linked to your application (a process similar to attaching a file to an email). Please do not email or mail documents separately or attempt to upload items this form does not ask for.
- **Save & Return:** Optionally, at the top of the application form, you can create a login and password to save your progress on this form. **You must create an account *before* entering any data if you wish to save your work.** After creating an account, use the same button at the top of the application to log in and resume your partial work later.
- **Questions?** Please consult our [online FAQ](#).

*The Office of the Child's Representative is committed to providing an environment free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. The OCR is an equal opportunity/affirmative action employer fully committed to achieving a diverse work force. The OCR invites all applicants to include in their **cover letter** a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality and perspective of GAL and CLR practice.*

Form Prompts

- Name
- Firm/Agency (optional)
- Colorado Attorney Registration Number
 - o Exception to Attorney Registration Number: I am awaiting admission to the Colorado Bar and do not yet have a Colorado Attorney Registration Number.
- Business Address
- Business Phone, Fax (optional), Mobile (optional)
 - o *Blank entries in Fax will appear as "None listed" on published appointment lists. Mobile Phone does not appear on published appointment lists.*
- Business Email
 - o A valid email address is required. You will receive an automatic confirmation email with a summary of your application after you submit your form. Contracted attorneys' email addresses are also required for OCR's listserv in accordance with OCR policy.
- Contact Information to be Published: If you are awarded a contract, contact information you enter [on the application] will appear on OCR's [Appointment Eligibility List\(s\)](#) published online and to the courts unless you notify OCR of a change. Enter your name as you want it to appear on published lists and, if you have multiple addresses, provide the one you want published.
 - o [Required Checkbox] The information above is complete and accurate for publication on OCR's Appointment Eligibility List(s). I will notify OCR promptly if this information changes.
- In which [Judicial District\(s\)](#) are you applying? (Select all that apply from 1-22)
 - o You can provide brief comments here regarding your district selections above (optional). (255 characters max)
- For which [case type\(s\)](#) are you applying? (Select all that apply.)
 - o D&N - Dependency and Neglect (19-3-203)
 - o D&N - Counsel for Child (C.J.D. 04-06)
 - o JD - Delinquency (19-1-111)
 - o TR - Truancy (19-1-111)
 - o DR / CLR - Domestic Relations / Child's Legal Representative (14-10-116)
 - o PAT - Paternity (19-4-110)
 - o MH - Mental Health (27-10-103)
 - o PR - Probate (15-10-403)
 - o AR - Adoption and Relinquishment (19-5-103)
 - o Litigation Support List (Appeals)
 - o Other (please specify below)
 - o You can provide brief comments here regarding your case type selections above (optional). (255 characters max)
- Please indicate any other state-paid contracts you have held in the past three years. (Select all that apply.)
 - o Respondent Parents' Counsel
 - o Alternate Defense Counsel
 - o Other (please specify)
- Have you previously had a contract with OCR? (Yes/No)

- If yes, please briefly explain why you are not currently on the OCR contract list (e.g. stopped practice, terminated contract, moved out of the state). (255 characters max)
- Are you a current or former employee of the State of Colorado?
 - If yes, are you or will you be collecting PERA retirement benefits? If so: If you are awarded an OCR contract, as a PERA retiree it is your obligation to notify PERA you are working for the State of Colorado as a contractor.
- Upload resume (required) and cover letter (optional)
 - Use PDF format with maximum file size 5MB. If you include a cover letter, please upload it as part of a single document with your resume.
- How many years have you been engaged in the practice of law?
 - Awaiting Bar results
 - Newly admitted
 - 1 to 5 years
 - 6 to 10 years
 - 11 to 15 years
 - 16 or more years
- How many years of experience do you have in Pediatric Law?
 - None
 - 1 to 5 years
 - 6 to 10 years
 - 11 to 15 years
 - 16 or more years
- Please describe any experience you have had working as a Guardian *ad Litem*, a Child's Legal Representative, or in a related area of Pediatric Law. (2,000 characters max)
- Please indicate whether you have had experience in any of the following: (Select all that apply.)
 - Administrative Law Proceedings
 - Appeals
 - Jury Trials
 - Mediation
 - Motions Practice
 - Trial Advocacy Training
 - Trials to the Court
 - Other (please specify below)
 - None of the above
- Please describe your experience in the area(s) indicated above. (2,000 characters max)
- Please indicate whether you have had training or experience in any of the following areas: (Select all that apply.)
 - Aging Out / Emancipation
 - Child Development
 - Developmental Disabilities
 - Domestic Violence
 - Educational Success
 - Family Connections
 - Interviewing Children and Youth
 - Juvenile Justice
 - Mental Illness
 - Neglect
 - Physical Abuse
 - Sexual Abuse
 - Substance Abuse
 - Trauma-Informed Practice
 - Other (please specify below)
 - None of the above
- Please describe your training and experience in the area(s) indicated above. (2,000 characters max)

- Have you completed at least 10 hours of Continuing Legal Education (CLE) relevant to the representation of children? (Yes/No)
- Please list any [OCR-sponsored CLEs](#) you have attended or viewed. (Provide the name and date of the course and the number of CLE credits received.) (2,000 characters max)
- Please list any other CLEs you have attended that you believe are relevant. (Provide the name and date of the course and the number of CLE credits received.) (2,000 characters max)
- In which language(s) other than English are you proficient?
 - o If Spanish: Spanish proficiency is noted on the [OCR Appointment Eligibility Lists](#). Please select the option below that would best describe your Spanish proficiency.
 - Limited Spanish
 - Fluent in Spanish
- Have you ever been investigated, disciplined, suspended, or disbarred from the practice of law in Colorado or any other state? (Yes/No)
 - o If Yes: Please describe the circumstances, including the discipline you received and the time period during which you received discipline. (2,000 characters max)
- Have you ever been admonished, censured, or placed in a diversion program by an attorney regulatory body or similar authority? (Yes/No)
 - o If Yes: Please describe the circumstances, including the discipline you received and the time period during which you received discipline. (2,000 characters max)
- Have you ever been the subject of a founded complaint? (Yes/No)
 - o If Yes: Please describe the circumstances, including the discipline you received and the time period during which you received discipline. (2,000 characters max)
- Why do you want to work with court-involved children and youth? (2,000 characters max)
- Please describe any other special skills or experience you have that would help you to be an effective advocate for children and youth. (2,000 characters max)
- Please provide three professional references with knowledge of your legal experience. (References may include families you've worked with as an attorney or in another professional capacity.) [Name, Title/Organization, Phone Number required for each, email and comments optional]
- I understand that by submitting this application I hereby make the following certification of competency under the Colorado Rules of Professional Conduct, [Rule 1.1](#):
 - o I have reviewed Chief Justice Directive 04-06 and I am able to comply with the professional and ethical obligations established therein.
 - o I have legal malpractice insurance, or I will obtain it if awarded a contract with the OCR.
 - o I will attend at least 10 hours of training sponsored or approved by OCR per year.
 - o I will input all case information and activity into OCR's online case management and billing system.
 - o I am competent to represent the interests of children in all case types for which I am applying.
- Signature: Type your name and date below to certify that the information you provided here is true and accurate to the best of your knowledge. Typed signature shall suffice as if original.