

**THIRD JUDICIAL CIRCUIT
Court-Appointed Attorney Application**

This application must be completed in its entirety if you wish to be considered for appointment as a court-appointed attorney to represent indigent litigants entitled to counsel in the Third Judicial Circuit. Please note that the submission of an application does not guarantee placement of your name on any registry.

Name: _____
(As it appears with the FL Bar)

Florida Bar No.: _____ Bar Admission Date: _____

Business Address: _____

(City) (State) (Zip)

Phone No.: _____ Fax No.: _____

E-mail Address: _____

Are you a member of the Bar in any other state?

- Yes. Please list state and Bar numbers:
- No

Have you been disciplined within the past 10 years by The Florida Bar or by the Bar of any other state?

- Yes. Please explain:
- No

Have you ever been found guilty of, plead guilty or nolo contendere to, or had adjudication withheld for a crime that is a felony or a first degree misdemeanor, or been held in civil or criminal contempt?

- Yes. Please explain:
- No

Please acknowledge compliance with each of the following by initialing:

_____ I am a member in good standing of The Florida Bar.

_____ I am qualified to be a court-appointed attorney for the cases I checked on this application.

_____ I agree to accept appointment(s) within my selected registry list(s) below without regard to the type of crime or other proceeding involved.

_____ I am familiar with the practices and procedures of the Third Judicial Circuit and will abide by applicable Administrative Orders of the Third Judicial Circuit.

_____ I will not solicit compensation from the defendant, his/her friends or family members, or other clients on cases for which I serve as court-appointed attorney.

_____ I have reviewed and understand the attorney's fees, costs, and expense structure for court-appointed attorneys as set forth in Chapter 27, Part III, Florida Statutes, and the policies, contracts, rules, and regulations of the Justice Administrative Commission (JAC). I agree to comply with JAC's billing requirements, promptly enter into a contract with JAC and provide proof of contract execution to Court Administration.

_____ I will notify the Chief Judge of (1) any formal complaint filed by The Florida Bar, or the Bar of any other state, against me; (2) any non-confidential consent agreements entered into between The Florida Bar, or the Bar of any other state, and me; (3) any claim of ineffective assistance of counsel that has been set for a hearing before a judge or magistrate; (4) any change in my status with The Florida Bar; (5) any criminal investigation of me; (6) any suspension or prohibition on my practice of law or on my acceptance of court appointment in any jurisdiction; (7) any change in circumstances affecting my ability to provide representation for indigent defendants under the terms of my contract with JAC; and (8) any change of my contact information.

I _____ have _____ have not been removed from a registry list, and/or voluntarily removed myself from a registry list, after notification of problems or concerns with my performance as a member of The Florida Bar.

Select one or both, as applicable:

- I have a principal office within the geographic boundaries of the Third Judicial Circuit.
- I have made arrangements for office space within the Third Judicial Circuit where I can meet with clients in a professional and confidential setting.

The following must be submitted with your application.

- Printout of member profile from The Florida Bar website, including any documents referenced in a 10-year disciplinary history (Profile is required for all applicants, even if there has been no history of Bar discipline.)
- A list of three references, all of whom are either judges (any jurisdiction) or attorneys.
- Current resume or Curriculum Vitae
- Documentation supporting CLE requirements.
- Completed Case Description Forms.

QUALIFICATIONS FOR COURT- APPOINTED/CONFLICT PRIVATE COUNSEL

Please verify and check the following as applicable. Check only the line items for the case types for which you are applying. Checking a box is your *certification* that you meet that specific requirement.

NOTE: Case Description Forms (form attached) must be attached to your application. If you check that you have met a requirement for number and type of trials, you must provide case specific details on Case Description Forms to support that declaration.

NOTE: Special exception from the requirements below may be sought for certain case types.

CRIMINAL CASES (felony, misdemeanors, criminal traffic, and 3.850/3.800 post-conviction)

- I am a member in good standing of The Florida Bar.
- I have attended within the previous 12 months a minimum of 10 hours of Florida Bar approved continuing legal education devoted to criminal law.
- Proof of completion of CLE is attached (e.g., print-out of member CLE status form from The Florida Bar website), OR
- I will submit proof of completion to Court Administration by June 26, 2026.
- I am familiar with the practice and procedures of the criminal courts in the Third Judicial Circuit.

Meet the following experience requirements:

- Misdemeanors:* I have been a member of The Florida Bar for at least one year and am experienced and active trial practitioner with no fewer than three state or federal jury or non-jury trials.
- Case Description Forms are attached.
- Third Degree Felonies:* I have been a member of The Florida Bar for at least two years and am an experienced and active trial practitioner with no fewer than three state or federal jury or non-jury trials.
- Case Description Forms are attached.
- Second Degree Felonies:* I have been a member of The Florida Bar for at least two years and am an experienced an active trial practitioner with no fewer than six state and federal jury trials, two of which must have been felony trials.
- Case Description Forms are attached.
- First Degree Felonies (including life felony, capital sexual battery and Jimmy Ryce cases):* I have been a member of The Florida Bar for at least four years and am an experienced and

active trial practitioner with no fewer than eight state or federal jury trials, five of which must have been felony trials.

Case Description Forms are attached.

I am seeking a special exception from the minimum requirements listed above and have included a written explanation for the request.

CRIMINAL APPEALS

I am a member in good standing of The Florida Bar.

I have attended within the previous 12 months a minimum of 10 hours of Florida Bar approved continuing legal education devoted to appellate law.

Proof of completion of CLE is attached (e.g., print-out of member CLE status form from The Florida Bar website), OR

I will submit proof of completion to Court Administration by June 26, 2026.

I am familiar with the practice and procedures of the criminal courts in the Third Judicial Circuit.

Meet the following experience requirements:

Misdemeanor and Third Degree Felony Appeals: I have been a member of The Florida Bar for at least two years with no fewer than five criminal trials or three criminal appeals.

Case Description Forms are attached.

Non-capital Felony Appeals and Jimmy Ryce cases: I have been a member of The Florida Bar for at least four years with no fewer than five criminal appeals or 10 criminal trials, at least five of which were felonies.

Case Description Forms are attached.

I am seeking a special exception from the minimum requirements listed above and have included a written explanation for the request.

CRIMINAL CAPITAL CASES – LEAD, CO-COUNSEL, AND APPELLATE COUNSEL

I am a member in good standing of The Florida Bar.

I am familiar with the practice and procedures of the criminal courts in the Third Judicial Circuit.

Meet the following experience requirements:

- Lead Counsel:* I meet the requirements for lead counsel as set forth in Rule 3.112(f), Florida Rules of Criminal Procedure.
- Proof of completion of CLE is attached (e.g., print-out of member CLE status form from The Florida Bar website), OR
- I will submit proof of completion to Court Administration by June 26, 2026.
- Case Description Forms are attached.
- Co-counsel:* I meet the requirements for lead counsel as set forth in Rule 3.112(g), Florida Rules of Criminal Procedure.
- Proof of completion of CLE is attached (e.g., print-out of member CLE status form from The Florida Bar website), OR
- I will submit proof of completion to Court Administration by June 26, 2026.
- Case Description Forms are attached.
- Appellate Counsel:* I meet the requirements for lead counsel as set forth in Rule 3.112(h), Florida Rules of Criminal Procedure.
- Proof of completion of CLE is attached (e.g., print-out of member CLE status form from The Florida Bar website), OR
- I will submit proof of completion to Court Administration by June 26, 2026.
- Case Description Forms are attached.

NOTE: No exception exists for this case type.

JUVENILE

- I am a member in good standing of The Florida Bar.
- I have attended within the previous 12 months a minimum of 10 hours of Florida Bar approved continuing legal education devoted to criminal law and three hours of continuing legal education devoted to delinquency law or legal advocacy for children.
- Proof of completion of CLE is attached (e.g., print-out of member CLE status form from The Florida Bar website), OR
- I will submit proof of completion to Court Administration by June 26, 2026.
- I am familiar with the practice and procedures of the criminal courts in the Third Judicial Circuit.

Meet the following experience requirements:

- Juvenile Misdemeanors:* I have been a member of The Florida Bar for at least one year with no fewer than three delinquency dispositions or three criminal jury trials.
- Case Description Forms are attached.

- Juvenile Second and Third Degree Felonies*: I have been a member of the Florida Bar for at least two years with no fewer than five delinquency dispositions or five criminal jury trials.
- Case Description Forms are attached.
- Juvenile First Degree Felony*: I have been a member of the Florida Bar for at least five years with no fewer than eight delinquency dispositions or five criminal jury trials.
- Case Description Forms are attached.
- I am seeking a special exception from the minimum requirements listed above and have included a written explanation for the request.**

DEPENDENCY CASES

- I am a member in good standing of The Florida Bar.
- I have attended within the previous 12 months a minimum of 3 hours continuing legal education at the Dependency Court Improvement Project Conference or an equivalent.
- Proof of completion of CLE is attached (e.g., print-out of member CLE status form from The Florida Bar website), OR
- I will submit proof of completion to Court Administration by June 26, 2026.
- I am familiar with the practice and procedures of the criminal courts in the Third Judicial Circuit.

Meet the following experience requirements:

- Dependency Cases*: I have observed a total of 30 hours of dependency hearings, which shall include six shelter hearings, three dependency hearings, and one termination of parental rights hearing. In termination of parental rights cases, the attorney shall have at least 10 dependency trials or one year of dependency experience.
- Case Description Forms are attached.
- Dependency Appellate Cases*: I have at least three years' experience in dependency or appellate law and must have been lead counsel in a minimum of three contested dependency trials or demonstrate knowledge through experience in the practice of family law.
- Case Description Forms are attached.
- I am seeking a special exception from the minimum requirements listed above and have included a written explanation for the request.**

GUARDIANSHIP AND OTHER CIVIL APPOINTMENTS

- I am a member in good standing of The Florida Bar.
- Guardianship Cases*: I have completed the required course instruction and training covering the legal duties and responsibilities of a guardian, the rights of a ward, the availability of local

resources to aid a ward, and the preparation of habilitation plans and annual guardianship reports including accounting.

- Proof of completion of course is attached OR
- I will submit proof of completion to Court Administration by June 26, 2026.
- I am familiar with the practice and procedures of the criminal courts in the Third Judicial Circuit.

NOTE: No exception exists for this case type.

CHILDREN WITH CERTAIN SPECIAL NEEDS

- I am a member in good standing of The Florida Bar.
- I meet one of the following experience requirements:
- I have at least one year of experience representing children in dependency cases within the last five years:
- Case Description Forms are attached.
- I am currently being supervised by an attorney that has at least one year of experience representing children in dependency cases; OR

Name of Supervising Attorney: _____

Contact Number of Supervising Attorney: _____

- I have observed at least 30 hours of hearings in dependency cases including at least one shelter hearing, one dependency adjudicatory hearing, one judicial review hearing, one hearing pursuant to either Fla. R. Juv. P. 8.350 or 8.355, and one termination of parental rights trial.
 - Case Description Forms are attached.
 - I am familiar with the practice and procedures of the criminal courts in the Third Judicial Circuit.
- I am seeking a special exception from the minimum requirements listed above and have included a written explanation for the request.**

Requested Appointments

Please check below to indicate the location and case types for which you are qualified and seeking appointment.

	COLUMBIA	DIXIE	HAMILTON	LAFAYETTE	MADISON	SUWANNEE	TAYLOR
Misdemeanor							
Felony (Non-capital)							
Felony (Capital, Lead Counsel) See Rule 3.112							
Felony (Capital, Co-chair) See Rule 3.112							
Juvenile Delinquency							
Juvenile Dep. (includes TPR & CINS/FINS)							
Jimmy Ryce Act							
Baker Act							
Marchman Act							
Adult Protective Services Act							
Guardianship/Incapacity							
Other Civil Health							
Postconviction							
Special Needs Children							
APPEALS							
Misd./Felony/Delinquency							
Capital (See Rule 3.112)							
Dependency							
Civil							

NOTE: Please note that applicants must take all case types within the categories they select in the above chart.

NOTE: A "capital case" is any offense for which the potential sentence is death and the state has not waived the death penalty, in accordance with § 27.5304(5)(a)4.

CERTIFICATION

I certify that, to the best of my knowledge and belief, all statements contained herein and on any attachments are true, correct, complete, and made in good faith. I understand that any omissions, falsifications, misstatements, or misrepresentations may disqualify me from consideration, and if I am accepted to the registry, may be grounds for refusal of appointment or dismissal at a later date. I understand that application for inclusion on the registry is a competitive process, and that I will not be approved for inclusion simply because I may have been on the registry in the past. I understand that appointment to the registry is for one fiscal year only, which begins on July 1 of each year and that if appointed now, I must complete a new application package to be considered for appointment again in future fiscal years. If I am accepted to the registry, I will adhere to all terms of the contract with the JAC and all applicable administrative orders, policies, and procedures.

Signature of Applicant

Date

NOTE: Applications will be reviewed and considered by the Chief Judge of The Third Judicial Circuit. Please submit applications to:

Lisa Butler
Human Resources Analyst II
Court Administration
173 NE Hernando Avenue, Room 408
Lake City, Florida 32055

Or to the following email: butler.lisa@jud3.flcourts.org

CASE DESCRIPTION FORM

(copy and complete as many as needed)

Case Description No.:

(e.g., 1 of 15, 2 of 15, etc.)

Type of Trial:

Jury Trial Bench Trial Other Proceeding:

Nature of Representation: Lead Counsel Co-Counsel

Case Type:

Death Penalty Felony Misdemeanor Delinquency
 Dependency MH/Guardianship Jimmy Ryce Other:

Registry list(s) for which
this Case Description
applies:

CASE DESCRIPTION FORM

(copy and complete as many as needed)

Case Style:

Case No.:

Court:

Charges (including the
disposition of the case):

Case Description No.:

(e.g., 1 of 15, 2 of 15, etc.)

Type of Trial:

Jury Trial Bench Trial Other Proceeding:

Nature of Representation: Lead Counsel Co-Counsel

Case Type:

Death Penalty Felony Misdemeanor Delinquency
 Dependency MH/Guardianship Jimmy Ryce Other:

Registry list(s) for which this Case Description applies:

Case Style:

Case No.:

Court:

Charges (including the
disposition of the case):
