



State of Florida  
EIGHTEENTH JUDICIAL  
CIRCUIT  
BREVARD AND SEMINOLE

CONTACT PERSON

**BREVARD COUNTY**

Court Administration  
Michelle Kennedy  
2825 Judge Fran Jamieson Way  
Viera, FL 32940  
(321) 637-5355  
[michelle.kennedy@flcourts18.org](mailto:michelle.kennedy@flcourts18.org)

**SEMINOLE COUNTY**

Court Administration  
Shelbi Sisaleumsak  
101 Eslinger Way  
Sanford, FL 32773  
(407) 665-4965  
[Shelbi.Sisaleumsak@flcourts18.org](mailto:Shelbi.Sisaleumsak@flcourts18.org)

**GENERAL INSTRUCTIONS**

- Type or print in ink this application in its entirety.
- Mark the appropriate box indicating you meet the requirements in the categories for which you are applying.
- Sign your name in the Certification Section (page 2). All information you submit is subject to verification.
- Submit an **original and one (1) copy** of the completed application, resume, and verification of Florida Bar membership to the contact person in the county for which you are applying.
- SEMINOLE** – EMAIL APPLICATION PACKET IS PREFERRED; MAILING IS NOT NECESSARY.

**APPLICANT INFORMATION**

Name: Last First Middle Initial

Primary Business Address as Listed with The Florida Bar

County City State Zip  
( ) - ( ) - ( ) -

Business Phone Fax Cell Phone

Email Address Florida Bar Number

**PROFESSIONAL REQUIREMENTS**

Please read and initial the following:

- \_\_\_\_\_ I am a member in good standing with the FL Bar and meet all requirements imposed by the rules of procedure applicable to each case category for which I am applying.
- \_\_\_\_\_ I am familiar with Justice Administrative Commission (JAC) policies and billing procedures for registry attorneys and agree to abide by them.
- \_\_\_\_\_ I have read and agree to abide by the 18<sup>th</sup> Judicial Circuit's Administrative Order NO: 17-18 for Court Appointed Attorneys located at: [www.flcourts18.org](http://www.flcourts18.org).
- \_\_\_\_\_ I agree to maintain an office in the county in which I am seeking inclusion on the Court's registry or within the range designated for capital cases.
- \_\_\_\_\_ I will appear in Court when required by the presiding judge and vigorously represent indigent defendants.

- \_\_\_\_\_ I will not solicit compensation from the defendant or other clients that I am appointed to represent.
- \_\_\_\_\_ I will notify the Chief Judge of any pending Bar complaint or open investigation by the FL Bar against me.
- \_\_\_\_\_ I will notify the Chief Judge & JAC of any non-confidential consent agreements entered into between myself and The Florida Bar; and any claim of ineffective assistance that has been set for hearing.
- \_\_\_\_\_ I agree to notify Court Administration, the JAC and the Clerk of Court in writing of changes in contact information, including address, phone, fax, and email.
- \_\_\_\_\_ I agree to accept appointments within the category list regardless of the type of crime or proceeding involved.

Failure to comply with the above professional requirements may result in the attorney being removed from the registry.

**REGISTRY SPECIALIZATION**

Mark the appropriate box indicating the category and county for which you are applying.

FY 2024-2025 CATEGORIES	BREVARD	SEMINOLE	FY 2024-2025 CATEGORIES	BREVARD	SEMINOLE
Capital /Lead Counsel	<input type="checkbox"/>	<input type="checkbox"/>	Dependency & TPR	<input type="checkbox"/>	<input type="checkbox"/>
Capital /Co-Counsel	<input type="checkbox"/>	<input type="checkbox"/>	Dependency & TPR Appeals	<input type="checkbox"/>	<input type="checkbox"/>
Criminal - Felony	<input type="checkbox"/>	<input type="checkbox"/>	Guardianship/Other Adult Civil	<input type="checkbox"/>	<input type="checkbox"/>
Criminal - Misdemeanor	<input type="checkbox"/>	<input type="checkbox"/>	Baker/Marchman Act	<input type="checkbox"/>	<input type="checkbox"/>
Delinquency	<input type="checkbox"/>	<input type="checkbox"/>	Other Children's Civil	<input type="checkbox"/>	<input type="checkbox"/>
Post- Conviction (3.800 & 3.850)	<input type="checkbox"/>	<input type="checkbox"/>	Other Civil Health	<input type="checkbox"/>	<input type="checkbox"/>
Capital Appeals	<input type="checkbox"/>	<input type="checkbox"/>	Civil Appeals	<input type="checkbox"/>	<input type="checkbox"/>
Criminal Appeals	<input type="checkbox"/>	<input type="checkbox"/>	Jimmy Ryce Act	<input type="checkbox"/>	<input type="checkbox"/>

Fluent in foreign language(s): \_\_\_\_\_

## ATTORNEY QUALIFICATIONS

Mark the appropriate box for the categories for which you are applying.

I hereby apply to serve as court-appointed counsel to represent indigent defendants in the categories marked below and certify that I meet all the qualifications established by Administrative Order for each category.

☐ **Capital Cases**

- a) I meet the requirements set forth in Fla. R. Crim. P. 3.112(f) Lead Counsel and/or:
- b) I meet the requirements set forth in Fla. R. Crim. P. 3.112(g) Co-counsel.

☐ **Felony Cases** (excluding capital cases):

- a) Must be a member in good standing with The Florida Bar for no less than three years.
- b) Must be familiar with the practice and procedures of the criminal courts in the Eighteenth Circuit.
- c) Must be an experienced and active trial practitioner with no fewer than 5 criminal jury trials.
- d) Must meet the requirements set forth in FL Rule Crim. P. 3.113.

☐ **Misdemeanor Cases**

- a) Must be a member in good standing with The Florida Bar for the previous 12 months.
- b) Must be familiar with the practice and procedures of the criminal courts in the Eighteenth Circuit.

☐ **Criminal Appeals Cases:**

- a) Must be a member in good standing with The Florida Bar for no less than two years.
- b) Must have completed a minimum of 10 hours of CLE devoted to appellate law.
- c) Must meet the requirements for appellate counsel set forth in FL Rule 3.112(h), Florida Rules of Criminal Procedure for appointment on a capital appeal.

☐ **Juvenile Delinquency**

- a) Must be a member in good standing with The Florida Bar for the previous 12 months.
- b) Must be familiar with the practice and procedure of delinquency proceedings.
- c) Must be experienced trial practitioner with no fewer than three delinquency dispositions or three state or federal non-jury trials.
- d) Must have completed a minimum of 10 hours of CLE devoted to delinquency law or legal advocacy for children within the last 3 years.

☐ **Guardianship/Other Adult Civil Registry**

- a) Must be familiar with the practice and procedure of guardianship proceedings.
- b) Must have represented a party in a guardianship case in the past three years.
- c) Must have completed no less than eight hours of a guardianship education class or six hours of credit in one or more Florida Bar CLE guardianship cases.

☐ **Other Civil: Child & Health**

- a) I have \_\_\_\_\_ years of experience practicing civil law.  
(fill in)

☐ **Baker/Marchman Act Cases/Mental Health**

- a) Must be a member in good standing with The Florida Bar for no less than two years.
- b) Must be familiar with the practice and procedures of Baker and Marchman Act proceedings.

☐ **Jimmy Ryce:**

- a) Must be a member in good standing with The Florida Bar for no less than two years.
- b) Must be familiar with the practice and procedure governing the involuntary commitment of sexually violent predators.
- c) Must have acted as lead or co-counsel in at least one Jimmy Ryce/Sexually Violent Predator Act commitment trial.

☐ **Juvenile Dependency & Termination of Parental Rights:**

- a) Must be familiar with the practice and procedure of juvenile dependency and termination of parental rights proceedings.
- b) Must have represented a party in a dependency case in the past three years.
- c) Must appear at any shelter hearings that he or she is scheduled to attend by the Clerk of Court for the Circuit Court. An attorney that does not appear at shelter or other hearings as scheduled may be removed from the list.

☐ **Juvenile Dependency & Termination of Parental Rights Appeals:**

- a) Must have represented a party as lead counsel or secondary counsel in two different appellate cases over the last five years, including the preparation and filing of a brief with the District Court of Appeal or with the Supreme Court of Florida.

## CERTIFICATION

I certify that to the best of my knowledge and belief, all of the 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 above** may disqualify me for consideration and, if I am accepted to the registry and/or issued a contract, may be grounds for refusal of appointment or dismissal at a later date. I understand that if appointed, I am required to adhere to the contract and applicable policies and procedures established by the Eighteenth Judicial Circuit and/or Justice Administrative Commission.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date