

**REGULATIONS FOR APPOINTMENT OF COUNSEL IN DEFENDER DISTRICT 18
(GUILFORD COUNTY) IN CASES UNDER THE INDIGENT DEFENSE SERVICES
ACT**

I. Applicability

A. Generally

These regulations are issued pursuant to Rule 1.5 of the *Rules for the Continued Delivery of Services in Non-Capital and Non-Criminal Cases at the Trial Level*. They apply to all non-capital criminal and non-criminal cases in the trial division in Defender District 18 in which the provision of counsel is subject to the Indigent Defense Services Act of 2000 (G.S. 7A-498 through 7A-498.8) (hereinafter “IDS Act”).

B. Exceptions

1. In cases in which the defendant is charged with first-degree murder, an undesignated degree of murder, or an offense filed contemporaneously with or subsequently joined with such murder charges, the court shall appoint the IDS Office, which shall appoint counsel in accordance with the *Rules for Providing Legal Representation in Capital Cases*. However, the court shall appoint the Public Defender in Defender District 18 in cases in which the defendant or respondent was 17 years of age or younger at the time of the alleged offense and is not eligible for the death penalty; in such cases, the Public Defender shall appoint an attorney from his or her office or a private attorney from the appropriate list.

2. In cases in which a person is entitled to appointed counsel pursuant to G.S. 7A-451 with respect to appeal to the appellate division from an adverse ruling in the trial division, the court shall appoint the Office of the Appellate Defender, which shall appoint counsel in accordance with the *Rules for Providing Legal Representation in Non-Capital Criminal Appeals and Non-Criminal Appeals*. The only exception to this procedure is in cases in which a death sentence has been returned, the appellate entries made by the court shall reflect that appeal is taken by operation of law and that the Director of the IDS Office has appointed the Office of Appellate Defender. See Rule 2B.2(a) of *Rules for Providing Legal Representation in Capital Cases*.

II. Administration of Regulations

The Public Defender in Defender District 18 (hereinafter “Public Defender”) is responsible for administering these regulations. The Public Defender shall coordinate with the court and the local bar to ensure that these regulations are applied in a fair and impartial manner. The Public Defender shall designate a member of his or her staff as Administrator of these regulations to keep current the lists of attorneys eligible for appointment and perform such other duties as the Public Defender may determine.

III. Determination of Entitlement to Counsel

In each case subject to these regulations, the court shall determine whether a person is entitled to have counsel appointed to represent him or her in the particular case. In cases in which the person must be indigent to receive counsel, the court shall determine indigency. When these regulations describe the functions that a court performs, the term “court” includes the Clerk of Superior Court.

Entitlement to the appointment of counsel begins as soon as practicable after the indigent is taken into custody or is served with the warrant, notice, or other initiating process. Whenever a person is entitled to the appointment of counsel but the appropriate court is not in session and will not be in session within the next 48 hours, the Clerk of Superior Court shall make a determination of indigency and shall appoint counsel as provided by G.S. 7A-452(c) and these regulations. Appointment of counsel with respect to a particular charge or proceeding shall continue until final disposition of that charge or proceeding at the trial level, including all critical stages thereof as set forth in G.S. 7A-451(b), unless the attorney is relieved of his or her appointment by the court.

IV. Appointment of Public Defender’s Office

A. Cases Covered

Upon determining that a person is entitled to counsel in the matters listed below, the court shall appoint the Public Defender to represent the person in the following types of cases:

1. Defendants in criminal cases;
2. Persons responding to show cause orders for contempt of court in criminal court (including defendants charged with criminal nonsupport but not including defendants charged with criminal contempt for failing to pay child support);
3. Juveniles in cases in which the juvenile is alleged to be delinquent; and
4. Respondents in involuntary commitment matters.

Upon being appointed as counsel, the Public Defender shall assign the case to an assistant public defender or to private counsel as provided in Article V below.

B. Notice to Client

In cases assigned to the Public Defender, the court shall provide instructions to the client on a form provided by the Public Defender on how to contact the Public Defender. If the court appoints the Public Defender for an incarcerated person via audio-video transmission, the Public Defender shall provide such notice to the person.

C. Conflicts

If after being appointed by the court the Public Defender finds that his or her office is unable to handle a case because of a conflict, including workload conflicts, the Public Defender shall assign the case to private counsel in accordance with the regular rotation in these Regulations and any criteria approved by IDS. If the Public Defender has appeared in the case before discovering a conflict, the Public Defender shall also file a motion to withdraw with the court.

D. Preliminary Determination

Prior to the court's determination of entitlement to counsel in any of the matters listed above, the Public Defender may pursuant to G.S. 7A-452(a) tentatively assign an attorney from his or her office to represent a person whom the Public Defender determines is entitled to counsel. To help assure the prompt appointment of counsel for in-custody persons, the authority having custody of a person who is without counsel for more than 48 hours after being taken into custody shall so inform the Public Defender pursuant to G.S. 7A-453(a). Tentative appointments by the Public Defender under this provision are subject to later approval of the court.

V. Assignments by Public Defender

A. Determination

As soon as practicable after learning of an appointment, the Public Defender shall determine whether to assign the case to an assistant public defender or to private counsel. Subject to standards approved by the Office of Indigent Defense Services and paragraph IV(C), the Public Defender may assign cases to private counsel based on, among other factors, the caseloads of the assistant public defenders in his or her office or other reasons of benefit to the client or the efficient administration of justice. If the Public Defender assigns a case to private counsel, he or she shall record the reasons for doing so.

B. Conflicts

If, before making an appearance, the Public Defender determines that his or her office is unable to handle a case because of a conflict, the Public Defender shall assign the case to private counsel in accordance with the regular rotation in these Regulations and any criteria approved by the Office of Indigent Defense Services. If the Public Defender has appeared in the case before discovering a conflict, the Public Defender shall move to withdraw before assigning the case to new counsel and the Court shall assign the case to private counsel as provided in Article VI below.

C. Order of Appointments

1. The Public Defender shall maintain in his or her office lists of attorneys, duly qualified pursuant to Articles VIII and IX below, to handle cases appointed by the Public Defender. Such lists shall be made reasonably available to the public upon request.

2. If the Public Defender finds that the case should be assigned to private counsel, the Public Defender shall assign an attorney from the appropriate list. No appointment shall be made by the Public Defender of an attorney whose name does not appear on one of the lists on file with the Public Defender's Office. In exceptional circumstances, the Public Defender may appoint an attorney who is not on the list with that attorney's consent.

3. The Public Defender shall assign attorneys in a strict rotation in which they appear on the list except as permitted by these regulations. The Public Defender may appoint an attorney who is not next in sequence if an attorney is unavailable, an attorney has a conflict, another attorney is representing the particular client, or the interests of justice require the appointment of a specific attorney instead of the next available attorney. If the Public Defender passes over the name of an attorney, the Public Defender shall return to the attorney for the next appointment unless the attorney has indicated that he or she is unavailable, in which case that attorney will be appointed when his or her name appears in the normal sequence of appointments.

4. The Public Defender shall make a record of appointments and make the same reasonably available to the public on request. If the Public Defender appoints an attorney who is not next in sequence, the Public Defender shall record the reasons for doing so.

D. Notice

If the Public Defender assigns an assistant public defender to a case, the Public Defender shall enter that information in the Case Management System. If the Public Defender assigns a case to private counsel, the Public Defender shall furnish a notice of appointment to the attorney and shall enter the appointment information in the Case Management System. The Public Defender shall also file the notice of appointment of private counsel with the Clerk of Superior Court, notify the prosecutor's office, and provide the defendant or respondent with instructions about contacting his or her attorney.

E. Withdrawal

Once the Public Defender has issued a notice of appointment of private counsel and filed it with the clerk, only the court may permit the attorney to withdraw. If the court permits the attorney to withdraw, the Public Defender shall assign the case to an assistant public defender or to a new private attorney. If the court is aware that the Public Defender has a conflict in a case, the court shall assign private counsel.

F. Multiple Counsel

1. In assigning cases to private counsel, the Public Defender shall appoint the same attorney on all pending matters concerning the defendant or respondent if the attorney is on the appropriate list. Where a criminal defendant is discharged after a finding of no probable cause in District Court but is later indicted in Superior Court, to the extent possible, the attorney appointed in District Court should be appointed to represent that defendant on the charge in Superior Court if he or she is qualified to do so under Article IX of these regulations. However, if new charges are brought against a former criminal defendant after disposition of unrelated previous charges, there shall be no presumption that the attorney who represented the defendant on the previous charges should be appointed to represent that defendant on the new charges.

2. If an attorney is appointed to represent a client on one matter, and the attorney learns that the client requires representation on another matter for which the attorney is not on the appropriate list, the attorney shall notify the Public Defender or the court, as appropriate. If requested by the Public Defender, the attorney shall move to withdraw from the case so that the Public Defender may appoint all of the matters to other counsel who is on all of the appropriate lists. In the event the Public Defender has a conflict, the court shall assign all of the matters to new counsel.

3. If no single attorney is on all of the appropriate lists, the attorneys appointed to represent the client shall consult with each other to insure that the client's interests are protected.

G. Requests for Substitution of Counsel

For good cause, the Public Defender may request that a judge of a court of competent jurisdiction replace counsel previously appointed by the Public Defender with new counsel selected by the Public Defender.

VI. Appointment of Private Counsel by Court

A. Cases Covered

For persons entitled to counsel in the matters listed below, the court shall appoint counsel in accordance with the procedures described in this article:

1. Defendants or respondents in cases specified in Article IV, above, only if the court determines that the Public Defender has a conflict; the Office of Court Services shall assist the court in this determination.
2. Respondents in incompetency cases filed under Chapter 35A of the North Carolina General Statutes;
3. Defendants charged with contempt in child support enforcement matters;
4. Parents in Chapter 7B cases in which a juvenile is alleged to be abused, neglected, or dependent;
5. Minors requesting judicial waiver of parental consent to abortion;

6. Respondents in petitions for termination of parental rights ;
7. Persons responding to show cause orders for contempt of court arising from civil court;
8. Defendants in non-capital motions for appropriate relief in which the court has found that sufficient grounds exist so as to entitle the defendant to a hearing;
9. Persons found to be material witnesses by the court;
10. Respondents in proceedings for the provision of protective services according to Chapter 108A, Article 6, of the General Statutes;
11. Respondents in proceedings for sterilization under Chapter 35, Article 7 (sterilization of persons mentally ill and mentally retarded);
12. Persons against whom execution is sought under Chapter 1, Article 28 of the General Statutes and in any civil arrest and bail proceeding under Chapter 1, Article 34 of the General Statutes; and
13. Any other person who has a right to appointed counsel that is not otherwise described in this article or in Article IV, above.

The Indigent Defense Services Act and these regulations do not cover assignments of counsel for juveniles alleged to be abused, neglected, or dependent.

B. Order of Appointments

1. The Clerk of Superior Court shall maintain in his or her office master lists of attorneys, duly qualified under Articles VIII and IX, to handle cases appointed by the court. The Public Defender, in consultation with the Committee on Indigent Appointments, shall prepare and provide to the clerk such master lists, which shall be made reasonably available to the public upon request. When an appointment is to be made either by the district or superior court, the clerk of court shall be contacted in order to obtain the name of the next person on the master lists for the case under consideration.

2. If the court determines that a person is entitled to counsel, the court shall assign an attorney from the appropriate list. No appointment shall be made by the court of an attorney whose name does not appear on one of the master lists on file with the Clerk of Superior Court. In exceptional circumstances, the court may appoint an attorney who is not on the list with that attorney's consent.

3. The court shall assign attorneys in a strict rotation in the sequence in which they appear on the list except as permitted by these regulations. However, the court has inherent authority to appoint an attorney who is not next in sequence on the list if an attorney is unavailable, an attorney has a conflict, another attorney is already representing the particular client, or the interests of justice require that a specific attorney be appointed rather than the next available attorney. If the court passes over the name of an attorney for a reason other than the attorney's unavailability, the court shall return to that attorney for the next appointment to the extent administratively feasible.

4. The court shall record on a form provided by the Public Defender the appointments it makes and shall provide the record to the Public Defender on a monthly basis. If the court

appoints an attorney who is not next in sequence, the court shall record the reasons for doing so. This record shall be made available to the public upon request to the Public Defender.

C. Notice

Upon assigning a case to private counsel, the court shall furnish the notice of appointment to the attorney and shall furnish to the client on a form provided by the Public Defender instructions about contacting his or her attorney. If the court appoints a private attorney for an incarcerated person via audio-video transmission, the court shall provide notice to the person about contacting his or her attorney. In abuse, neglect, or dependency, termination of parental rights, and delinquency proceedings, the court or clerk shall also forward the summons and petition to the appointed attorney by the most expeditious means possible.

D. Multiple Counsel

1. In assigning cases to private counsel, the court shall seek to appoint the same attorney on all pending matters concerning the defendant or respondent if the attorney is on the appropriate list. Where a criminal defendant is discharged after a finding of no probable cause in District Court but is later indicted in Superior Court, the attorney appointed in District Court should be appointed to represent that defendant on the charge in Superior Court if he or she is qualified to do so under Article IX of these regulations. However, if new charges are brought against a former criminal defendant after disposition of unrelated, previous charges, there shall be no presumption that the attorney who represented the defendant on the previous charges should be appointed to represent that defendant on the new charges.

2. If an attorney is appointed to represent a client on one matter and the attorney learns that the client requires representation on another matter for which the attorney is not on the appropriate list, except for habitual felon indictments as covered in List 2, the attorney shall notify the court. The court may remove the attorney from the case so that the court may assign all of the matters to other counsel who is on all of the appropriate lists.

3. If no single attorney is on all of the appropriate lists, the attorneys appointed to represent the client shall consult with each other to assure that the client's interests are protected.

VII. Committee on Indigent Appointments

A. Establishment of Committee

There is hereby established the Committee on Indigent Appointments (hereinafter "Committee") to assist the Public Defender with the implementation of these regulations. The Public Defender shall serve as or appoint the chair of the Committee and shall consult with the Committee as described herein. The failure of any of the appointing authorities to make the appointments described below, or the failure of the Committee to meet or do any of the things authorized by these regulations, shall not preclude the Public Defender or Court of competent

jurisdiction from performing any of the duties or taking any of the actions authorized by these regulations.

B. Membership of Committee and Terms

1. Henceforth the appointees who will serve on the Committee will be designated by category as follows:

- a. Three positions designated as Senior Resident Judge positions, to be appointed by the Senior Resident Judge.
- b. Three positions designated as District Court Judge positions, to be appointed by the Chief District Court Judge.
- c. Two positions designated as Judicial District Bar positions, to be appointed by the President of the Judicial District Bar.
- d. One position designated as Judicial District – High Point Bar position, to be appointed by the President of the Judicial District – High Point Bar.
- e. Three positions designated as Public Defender positions, to be appointed by the Public Defender, one of whom may be an Assistant Public Defender.
- f. One position held by the Director of Court Services.
- g. One position held by the Clerk of Superior Court.
- h. One position held by the Public Defender.

Regardless of the appointing authority, the Committee must comprise a majority of lawyers who are not court officials.

2. Members of the Committee shall be appointed for terms of two (2) years. Any member who resigns or becomes otherwise ineligible to continue serving as a member should be replaced for his or her term as soon as possible.

C. Qualifications

Other than the Public Defender, assistant public defenders, the Director of Court Services, and the Clerk of Court, members of the Committee shall be attorneys who:

1. Have practiced in one or more of the areas covered by the appointment lists for not less than three (3) years in Defender District 18; and
2. Are knowledgeable about practicing attorneys in Defender District 18.

D. Meetings

1. Meetings of the Committee shall be called by the chair on reasonable notice. The Committee shall meet as often as necessary to dispatch the Committee's business, but not less than quarterly.

2. A majority of the Committee must be present at any meeting in order to constitute a quorum. The Committee may take no action unless a quorum is present. A majority vote of the members present in favor of a motion or any proposed action shall be required in order for the motion to pass or the action to be taken.

E. Responsibilities

The Public Defender, in conjunction with the Committee, is responsible for determining the eligibility of attorneys for appointment to cases under these regulations. In discharging this responsibility, the Public Defender and the Committee shall:

1. Review requests from attorneys concerning placement on the various appointments lists;
2. Make recommendations regarding placement or removal of attorneys from the various appointment lists;
3. Make recommendations regarding the number and type of lists and qualifications to be on the lists;
4. Recruit additional qualified attorneys to represent individuals entitled to counsel under these rules; and
5. Make any other recommendations regarding the operation of the local indigent defense program.

The Public Defender and the Committee shall establish procedures for the carrying out of the Committee's business, including establishing such subcommittees as may be necessary to assist the Committee. Such subcommittees may consist of people who are not members of the Committee.

F. Administrative Assistance

The Administrator of these regulations designated by the Public Defender shall assist the Committee in performing its duties, including as necessary notifying Committee members of meetings, providing them with materials pertinent to their business, and maintaining records relating to the actions of the Committee.

VIII. Placement of Attorneys on Lists

A. Application

1. Any attorney who wishes to have his or her name added to any list shall file a written request with the Administrator on a form provided by the Administrator. The request shall include information that will facilitate the Public Defender's and Committee's determination whether the attorney meets the standards set forth in Article IX for placement on the list. All materials required by Article IX must be attached to the request.

2. An attorney who wishes to have his or her name removed from a list shall file a written request with the Administrator, and the Administrator shall remove the attorney's name from the

list and notify the court and any other interested parties. If an attorney has had his or her name removed from a list, the attorney must reapply to be on that list.

3. An attorney who wishes to transfer from one list to another shall file a written request with the Administrator on a form provided by the Administrator. The Administrator shall grant the request if the attorney wishes to transfer to a list for which the attorney has already met the qualifications by virtue of being on the list from which the attorney is being removed (for example, the attorney wants to transfer from List 3 to List 2 or List 1). All other requests shall include the materials required by Article IX and any other information that will facilitate the Public Defender's and Committee's determination whether the attorney meets the standards set forth in Article IX for placement on the particular list.

B. Addition to List

In consultation with the Committee, the Public Defender shall determine whether the attorney meets all of the applicable standards in Article IX, including whether specific continuing legal education the attorney has taken is sufficient to meet the requirements. For any list that requires a number of years of required practice as a qualification, the Public Defender may consider relevant law school clinical or other skill-building experience as an alternative. The Public Defender shall act upon each request in a timely manner and assure that the requesting attorney is given prompt written notice of the action taken with respect to his or her request and is advised in writing within 60 days of the basis for denial if the request is not granted.

The Public Defender and the Committee shall review each request by an attorney to be added to a list. The Public Defender and the Committee may request that an attorney applicant submit additional information, including appearing before the Committee to be interviewed. Any member of the Committee may discuss requests with other members of the bar and the bench and may relate information obtained thereby to other members of the Committee. By applying to be included on a list, an attorney applicant waives any confidentiality of such inquiries. The Committee may hold a request in abeyance for a reasonable period of time while obtaining additional information.

C. Removal from List

The Public Defender, in conjunction with the Committee, may remove an attorney from a list if at any time an attorney no longer meets the standards set forth in Article IX for the list on which he or she is placed, does not meet the performance standards in Article X, or otherwise fails to meet the responsibilities of representation including, but not limited to, billing in compliance with the Rules of the Commission on Indigent Defense Services, all local rules, and the Revised Rules of Professional Conduct. However, if the Public Defender finds that one of these conditions exists, but is temporary and remediable, the Public Defender may temporarily suspend the attorney from the list. With the attorney's consent, the Public Defender may place the attorney's name on a list for which the attorney is qualified by virtue of being on the list from which the attorney was removed. The Public Defender shall inform the attorney in writing of the basis for removal within 60 days of the action. The Public Defender retains sole authority for removing attorneys from lists.

The Public Defender shall afford the Committee an opportunity to consult with the Public Defender before an attorney is removed from a list; however, the Public Defender may suspend appointments to an attorney before consulting with the Committee if the Public Defender determines that such action is necessary to assure quality representation.

D. Requests for Review

The Committee may afford an attorney denied placement on or removed from a list the opportunity to appear at the next scheduled meeting to readdress the issues leading to the denial. Requests for review of decisions denying placement of an attorney on a particular list or removing an attorney from a list should be made to the Director of the Office of Indigent Defense Services or his or her designee pursuant to the procedures specified by the IDS policy on *Review from Denial of Attorney Application for Placement on Local Appointment List or Removal from Local Appointment List*, posted on the IDS website. Requests shall be in writing and shall be postmarked within 15 days of when the attorney receives notice of the decision.

E. Vacation Policy

When an attorney who is on any of the indigent lists will be on vacation for longer than four (4) business days, the attorney must notify the Clerk of Superior Court and Committee Administrator in writing of the vacation. This written notice must set forth the list(s) upon which the attorney's name appears. The attorney will not receive appointments to any new cases during the duration of the vacation.

F. Sabbatical Policy

An appointed attorney may temporarily remove his or her name from any or all court-appointed list(s) for up to one (1) year. In order to do this, the attorney must give written notice to both the Clerk of Superior Court and the Committee Administrator. The written notice must clearly state that the attorney desires to take a sabbatical from indigent case appointments, but the attorney does not need to give a reason for the sabbatical. When the attorney is ready to begin receiving appointments again, the attorney shall give written notification to the Committee Administrator. This sabbatical can only be taken with regard to prospective clients, and the attorney must continue to represent all current appointed clients unless allowed to withdraw by a court.

IX. Lists of Attorneys

A. General Requirements

To be eligible to be included on any of the lists provided for herein, an attorney must:

1. Be licensed to practice in North Carolina.
2. Demonstrate that he or she:

- a. Has a confidential place in which to meet clients and will be available for meetings on a reasonable basis;
 - b. Has available to clients a reliable means of communication, including a telephone number with the capability for callers to leave voice messages and a valid email address; and
 - c. Will be available to the courts for scheduled court appearances.
3. Certify that he or she has read the portion(s) of the Indigent Appointment List Orientation Packet relevant to the list(s), posted on the IDS website.
4. Submit an application to be placed on the particular list and be approved as provided in Article VIII above.

Except for juvenile delinquency cases, any attorney currently on a list for an area of law covered by a list included in these regulations who is eligible to provide representation as of the effective date of these regulations may remain on that list without certifying that any prerequisite experiential, observation, or training requirements for that list have been met, but the attorney must certify that he or she has read the applicable portion of the Orientation Packet for each list the attorney is on, and the attorney will be required to meet any ongoing requirements as applicable. An attorney currently on a list encompassing representation for juvenile Class H-I felonies may remain on List 4A without meeting the new qualification requirements but must certify that he or she has read and is familiar with the Orientation Packet portion relevant to that list as well as completed the Office of the Juvenile Defender orientation requirements, and the attorney must meet ongoing requirements for that list. Similarly, an attorney on the current list encompassing juvenile Class A-E felonies may remain on new List 4B provided the attorney makes the certification described in the previous sentence. However, an attorney who is not presently on a list encompassing the highest-level juvenile felony class in either new List 4A or 4B must apply and meet the prerequisite requirements.

Where a list requires court observation, a session of court is defined as one complete day of court in which cases or matters are heard, with the length of the day depending on the number of cases or matters docketed.

To foster effective communication with counsel, any attorney approved for or on a list shall provide contact and other requested information on the Public Defense Portal posted on the IDS website.

MENTORSHIP REQUIREMENT: In addition, any new attorney seeking to have his or her name placed on any appointed list shall have a mentor. A new attorney is defined as one who either: 1) passed the bar exam within the past year; or 2) first began representing clients within the past year. The mentor shall be an attorney who has practiced within the past five years in at least one of the areas of law that is the subject of the application. After being placed on the appointed list(s), the new attorney and mentor shall speak at least once per month and more frequently as needed. It shall be the responsibility of the new attorney to make the minimum monthly contact with the mentor. Mentorship is not intended as an onerous requirement; rather, it is intended to provide a new attorney access to needed skills. It is suggested that both the new attorney and the mentor keep some written record of their contact and attempted contact. The mentorship program shall further include:

1. The new attorney may choose his or her mentor. The new attorney should attach to his or her application a letter from the mentor agreeing to the mentorship.
2. If the applicant does not choose a mentor, or the Committee decides an additional mentor would prove helpful, the Committee will assign a mentor.
3. The Committee will develop and maintain a list of mentors.
4. This mentoring requirement will last for one year after the new attorney is added to any appointed list.
5. The mentor will speak regularly with the new attorney and report any serious concerns to the Committee. The new attorney agrees that the mentor can discuss his or her progress with the Committee.
6. While this requirement is primarily intended for new attorneys, the Committee can assign a mentor to any attorney receiving appointed cases if the Committee determines that it is appropriate.
7. The new attorney and the mentor shall not be compensated from state funds for the time associated with the mentorship program.
8. Nothing herein is intended to waive the attorney-client privilege.

B. Provision of Lists

The Public Defender or his or her designee shall provide to the court the current list of attorneys subject to appointment in Defender District 18. The Public Defender or his or her designee shall update the list at least every three (3) months if there are additions or deletions.

C. Lists

List 1: Misdemeanor Case and Misdemeanor Probation Violations

Attorneys on List 1 will represent indigent persons accused of misdemeanors and misdemeanor probation violations in the District and Superior Courts. They will also represent respondents in show cause orders alleging contempt in district court criminal proceedings (but not in child support contempt matters). Attorneys who are appointed to misdemeanors or misdemeanor probation violations in district court shall continue their representation of the defendant in superior court; however, an attorney on List 1 who is conducting his or her first jury trial in Superior Court must have previously served as second chair on a jury trial or have a second chair, if reasonably available, appointed by the Court to assist with the trial.

Requirements: To qualify for List 1, a significant portion of the attorney's practice must be or must be expected to be criminal law; the applicant must certify that he or she has observed at least one (1) district court session and one (1) district court bench trial in the county, and the applicant must demonstrate that he or she has the required legal knowledge and skill necessary for the representation in misdemeanor cases and will apply that knowledge and skill with appropriate thoroughness and preparation. If the applicant is a new attorney as defined in the Mentorship Requirement, he or she must have an assigned mentor. Except for new attorneys with mentors the applicant must also show that he or she has attended at least three (3) hours of continuing legal education in the area of criminal law within the past year.

List 1A: Adult Misdemeanor Driving While Impaired (DWI) Cases

Attorneys on List 1A will represent indigent persons accused of misdemeanor driving while impaired (DWI) in all proceedings before the district court. Attorneys who are appointed misdemeanor DWIs in district court shall continue their representation of the defendant on de novo appeal in superior court.

Requirements: To qualify for List 1A, the applicant must demonstrate that he or she has the required legal knowledge, training, experience and skill relating to DWI, traffic, and Department of Motor Vehicle (DMV) laws necessary for the representation in DWI cases and will apply that knowledge, training, experience, and skill with appropriate thoroughness and preparation.

List 2: Felonies F through I and Felony Probation Violations

An attorney on List 2 will represent indigent persons accused of felonies from classes F through I and felony probation violations in the District and Superior Courts. An attorney on List 2 will also be appointed to represent existing clients on new or pending misdemeanor charges, including, if necessary, trial de novo if the client exercises his or her right to a jury trial. An attorney on List 2 who does not have the required jury trial experience described below must have previously served as second chair on a jury trial or have a second chair, if reasonably available, appointed by the Court to assist with the attorney's first trial. An attorney on List 2 may continue to represent a client after the filing of an habitual felon indictment even though the attorney is not on List 3, provided that the continued representation is approved in open court or by consent order showing written approval of the client.

Requirements: To qualify for List 2, an applicant attorney must have been licensed to practice law for at least two (2) years and must demonstrate that he or she has the required legal knowledge and skill necessary for the representation in felony cases and will apply that knowledge and skill with appropriate thoroughness and preparation. The applicant must also demonstrate that he or she is competent to try a superior court case before a jury and otherwise has the ability to handle felony cases in superior court. The applicant must certify that he or she has tried as lead or co-counsel at least two (2) jury trials to verdict. As an alternative to jury trial experience, the applicant may show completion of at least twelve (12) hours of continuing legal education in the area of criminal jury trials. Regarding the years of experience requirement, see Article VIII.B. of these regulations.

List 3: Felonies A to E, all Drug Trafficking Offenses, and all Indecent Liberties Offenses

An attorney on List 3 will represent indigent persons accused of felonies from class B1 to E, with Class A felonies subject to these Regulations, as described in Article I.B., above, with all drug trafficking offenses, and with indecent liberties offenses under G.S. 14-202.1, 14-202.2, 14.202.3, and 14.202.4 in the District and Superior Courts. A lawyer on List 3 will also be appointed to represent the client on new misdemeanors or non-capital felony charges of any class or misdemeanors or non-capital felony charges of any class pending at the time of the original

appointment on the felony cases. The attorney will also be expected to represent any misdemeanor client who exercises the right to trial de novo in superior court after conviction of a misdemeanor in district court. An attorney on List 3 who has not tried before a jury a case involving a charge covered by this list must have previously served as second chair on a jury trial of such a charge or have a second chair, if reasonably available, appointed by the Court to assist with the attorney's first trial of such a charge.

Requirements: To qualify for List 3, an applicant attorney must have been licensed to practice law and have recently practiced adult criminal law on a consistent basis for at least three (3) years and must demonstrate that he or she has the required legal knowledge and skill necessary for the representation in serious felony cases in superior court and will apply that knowledge and skill with appropriate thoroughness and preparation. The applicant must certify that he or she has tried as lead counsel or individually at least three (3) jury trials to verdict. To remain on List 3, the applicant must certify every three (3) years that he or she has attended at least nine (9) hours of continuing legal education relevant to representation of high-level felonies.

List 4A: Juvenile Class A1-3 Misdemeanors, Class H-I Felonies, Probation Violations, and Motions for Contempt

Attorneys on List 4A will represent juveniles alleged to be delinquent of class A1-3 misdemeanors, class H-I felonies, probation violations, and motions for contempt in the juvenile courts. An attorney on this list may continue to represent a juvenile if the juvenile's case is transferred to Superior Court if the attorney is qualified by the Public Defender to represent adults in that class of felony case in Superior Court, subject to the second-chair requirements for that list. If the attorney is not qualified by the Public Defender to represent adults in that class of felony case in Superior Court or wishes not to represent the juvenile in Superior Court, another qualified attorney will be appointed by the court as soon as practicable, but no later than prior to the probable cause hearing.

Requirements: To qualify for List 4A, the applicant must certify that he or she has read and is familiar with the Juvenile Code and the local rules governing juvenile court in the county or judicial district. The applicant must certify that he or she has shadowed an attorney who is currently on the list for two (2) court sessions; has spent no less than one (1) hour becoming familiar with the practices and procedures of the court counselor office in the county or district and has met with its Chief Court Counselor(s); and has become familiar with the Office of the Juvenile Defender by visiting the website and subscribing to the blog and listserv. Within the first year of practice on the list, the attorney must certify that he or she has conferred with the director of the nearest juvenile detention facility, or the director's designee, in person or by telephone and has become familiar with detention center policies and procedures.

To remain on List 4A, an attorney must complete at least six (6) hours of approved juvenile delinquency training within the first two (2) years of practice on this list, preferably with three (3) hours in the first year, and must thereafter complete at least three (3) hours of approved juvenile delinquency training or such other comparable training as allowed by the Committee every two (2) years. Approved training is that devoted to juvenile law and procedure, as well as

special topics relevant to juvenile court, such as adolescent development, mental health, special education, substance abuse, racial and ethnic bias, and cultural issues, provided by the Office of the Juvenile Defender, the Office of Indigent Defense Services, the UNC School of Government, the North Carolina Bar Association, the North Carolina Advocates for Justice, the Council for Children's Rights, the National Juvenile Defender Center, the Southern Juvenile Defender Center, or another entity approved by the Office of the Juvenile Defender or the Office of Indigent Defense Services.

List 4B: Juvenile Felonies A-G

Attorneys on List 4B will represent juveniles alleged to be delinquent of class A-G felonies in the juvenile courts. An attorney on this list may continue to represent a juvenile if the juvenile's case is transferred to Superior Court if the attorney is qualified by the Public Defender to represent adults in that class of felony case in Superior Court, subject to the second-chair requirements for that list. If the attorney is not qualified by the Public Defender to represent adults in that class of felony case in Superior Court or wishes not to represent the juvenile in Superior Court, another qualified attorney will be appointed by the court as soon as practicable, but no later than prior to the probable cause hearing.

Requirements: To qualify for List 4B, the applicant must have recently practiced in juvenile delinquency or adult criminal superior court on a consistent basis for at least three (3) years and must certify that he or she has successfully completed all of the requirements of List 4A. To remain on the list, an attorney must complete at least three (3) hours of approved juvenile delinquency training as defined above in List 4A, or other comparable training, every two (2) years of practice on this list. Regarding the years of experience requirement, see Article VIII.B. of these regulations.

List 5A: Guardianship and Disabled Adults

Attorneys on List 5A will represent persons alleged to be incompetent under Chapter 35A and disabled adults as defined in Chapter 108A of the North Carolina General Statutes.

Requirements: To qualify for List 5A, the applicant must certify that he or she has read and is familiar with the law relevant to guardianship and disabled adult proceedings, including North Carolina General Statutes Chapters 35A and 108A; the applicant must have observed at least three (3) contested guardianship proceedings in Guilford County, including, if possible, one (1) restoration proceeding, and one (1) Chapter 108 proceeding in the county. The applicant must further certify that he or she has spoken with a clerk of court hearing officer regarding procedures and expectations; has reviewed a sample copy of a properly completed, attorney-prepared Guardian ad Litem (GAL) report so that the applicant will better understand what is expected in his/her written reports; and the applicant must demonstrate that he or she has the required legal knowledge and skill necessary for representation in guardianship and disabled adult proceedings and will apply that knowledge and skill with appropriate thoroughness and preparation. The applicant must also certify that he or she has attended at least three (3) hours of continuing legal education in relevant law within the past two (2) years, if such training is reasonably available.

List 5B: Judicial Waiver

Attorneys on List 5B will represent minors requesting a judicial waiver of parental consent to abortion.

Requirements: To qualify for List 5B, the applicant must certify that he or she has read and is familiar with Section 90-21.6 through 21.10 of the North Carolina General Statutes and other relevant law on judicial waiver and must demonstrate that he or she has the required legal knowledge and skill necessary for representation in judicial waiver cases and will apply that knowledge and skill with appropriate thoroughness and preparation.

Abortion is an emotional issue for many people. An attorney on this list is strongly reminded of his/her duty to represent the client without consideration of the attorney's personal beliefs. As part of the application process, the applicant is required to address this matter with the Administrator.

List 5C: Civil Contempt

Attorneys on List 5C will represent respondents in civil contempt matters.

Requirements: To qualify for List 5C, the applicant must certify that (a) he or she has at least one (1) year of licensed experience where her or she has been regularly in the courtroom, (b) he or she has read both N.C.G.S. Chapter 5A and *Contempt*, Michael Crowell, UNC School of Government, (December 2013) or a similar updated publication from the UNC School of Government, and (c) that he or she has the required legal knowledge and skill necessary for contempt proceedings and will apply that knowledge and skill with appropriate thoroughness and preparation. An attorney without the one-year courtroom experience may qualify for this list if he or she is assigned a mentor under the Mentorship Requirement detailed in these rules.

List 5D: Civil Commitment

Attorneys on List 5D will represent respondents in civil commitment matters.

Requirements: To qualify for List 5D, the applicant must certify that he or she has read and is familiar with the law relevant to civil commitment, including North Carolina General Statutes Chapter 122C; the applicant must have observed at least three (3) civil commitment hearings in the county, including, if possible, one (1) commitment hearing involving an adult, one (1) voluntary or involuntary commitment hearing involving a minor, and one (1) hearing involving an incompetent adult being admitted by a guardian; and the applicant must demonstrate that he or she has the required legal knowledge and skill necessary for representation in cases listed in this category and will apply that knowledge and skill with appropriate thoroughness and preparation. The applicant must also show that he or she has attended at least three (3) hours of continuing legal education in the area of civil commitment law within the past two (2) years, if such training is reasonably available.

List 6: Child Support Enforcement Actions

Attorneys on List 6 agree to accept child support enforcement cases representing the child support obligor or the person attempted to be held in contempt for whatever purpose.

Requirements: To qualify for List 6, the applicant must certify that he or she has read and is familiar with Chapters 5, 50, and 110 of the North Carolina General Statutes and other relevant law on child support enforcement; the applicant must have observed at least one (1) child support enforcement court session and one (1) child support contempt hearing in the county; and the applicant must demonstrate that he or she has the required legal knowledge and skill necessary for representation in child support enforcement cases and will apply that knowledge and skill with appropriate thoroughness and preparation. The applicant must also show that he or she has attended at least three (3) hours of continuing legal education in the area of child support enforcement law within the past two (2) years, if such training is reasonably available.

List 7: Parent Representation

Attorneys on List 7 will represent parents in proceedings involving abuse, neglect, and dependency, and termination of parental rights and will act as Rule 17 Guardians ad Litem for respondent parents.

In any case in which a petition for termination of parental rights is filed, the court should, unless good cause exists not to do so, appoint the same attorney to represent the parent in the termination proceeding who represented the parent in the abuse, neglect, and dependency proceeding.

Requirements: To qualify for List 7, the applicant must certify that he or she has been engaged in civil or criminal courtroom practice for a minimum of one (1) year and has conducted at least three (3) trials in which he or she has presented evidence and cross-examined witnesses, or that he or she has been enrolled in a clinic providing legal services in which he or she, under supervision of a licensed attorney, has conducted at least three (3) trials in which he or she has presented evidence and cross-examined witnesses. The applicant must be familiar with the relevant specialized area of law; the applicant must certify that he or she has read and is familiar with the Section 7B-100 through 7B-1112 of the North Carolina General Statutes and any local rules governing abuse, neglect, and dependency court in the county or judicial district; the applicant must certify that he or she has observed two (2) full morning sessions of A/N/D court; the applicant must further certify that he or she has observed one (1) non-secure custody hearing, one (1) contested adjudication/disposition hearing; one (1) review hearing; one (1) permanency planning hearing where there is a proposed plan change; and, if possible, one (1) contested termination of parental rights hearing in the county; and the applicant must demonstrate that he or she has the required legal knowledge and skill necessary for representation in the cases in this category and will apply that knowledge and skill with appropriate thoroughness and preparation. The applicant must also show that he or she has attended at least three (3) hours of continuing legal education in the area of parental rights law within the past year, if such training is reasonably available.

As soon as possible after being approved for the list, the attorney must contact the Deputy County Attorney representing the Department of Social Services (“DSS”) and coordinate a time to be oriented on the DSS process, including how reports are received and investigated as well as meeting requirements as a case progresses through foster care. Within the first year of being placed on the list, the attorney is expected to participate in the Parent Defender Conference through IDS and the Office of the Parent Defender and more thoroughly study the A/N/D and TPR Manual from the UNC School of Government (available online through IDS and the Office of the Parent Defender).

To remain on List 7, the attorney must complete at least three (3) hours of approved continuing legal education relevant to representation of parents in abuse, neglect, dependency and termination of parental rights every two (2) years of practice on this list. Approved training is that devoted to juvenile law and procedure as it relates to A/N/D and TPR proceedings, as well as special topics relevant to this juvenile division, such as child development, mental health, substance abuse, domestic violence, poverty and other cultural issues, provided by the Office of Indigent Defense Services (“IDS”) and the Office of the Parent Defender, the UNC School of Government, the North Carolina Bar Association, the North Carolina Advocates for Justice, the Greensboro and High Point Bar Associations, the Children’s Home Society, Family Preservation of the Piedmont, or another entity approved by IDS or Office of Parent Representation, the local Guilford County Committee on Indigent Appointments or Guilford County Juvenile Court Judges.

Any new attorney to this list must acquire a mentor and adhere to the mentorship requirements in Section IX.A. Any attorney who was formerly on this list for more than one (1) year must reapply for the list but is exempted from certifying that he or she has met the prerequisite and post-approval requirements and the mentorship requirement listed above. However, the attorney must comply with the ongoing training requirements.

X. Performance Standards

Attorneys on the Indigent Appointment Lists are expected to provide quality representation for all clients. Minimum standards of representation include, but are not limited to the following:

1. Must maintain regular contact with clients.
2. Must appear on their clients’ court dates, absent justifiable excuse (e.g., illness, jury trial, etc.). If scheduling conflicts arise, an attorney should resolve them in accordance with Rule 3.1 of the General Rules of Practice.
3. Must report a North Carolina State Bar Complaint that has been lodged against them to the Public Defender within ten (10) days of the attorney’s answer to the complaint. Attorneys on the Indigent Appointment List are expected to inform the Public Defender of the results of any North Carolina State Bar disciplinary action.
4. Shall not receive anything of value from anyone in connection with representation under these regulations during the period of representation, except as permitted by IDS Rule 1.9(e).

5. Must visit clients detained/jailed on the matter of representation within three (3) business days after notification of appointment, absent justifiable excuse (*e.g.*, illness, jury trial, out-of-county custody, etc.). If necessary, counsel may arrange for a designee to conduct the initial interview.
6. Must keep the client fully informed as to the status of his case.
7. Must advise their clients on a timely basis of the right to appeal, either for trial *de novo* or to the appropriate appellate court and, if the client elects to appeal, the attorney must enter notice of appeal for the client. If notice of appeal is to the Superior Court, the attorney shall continue his or her representation of the client in Superior Court. If notice of appeal is to the appellate courts, the attorney shall assist the defendant in applying for assistance of appellate counsel.
8. Must provide competent representation of clients.
9. Must adhere to the Rules of Professional Conduct of the North Carolina State Bar.

Failure to provide minimum standards of representation as set forth above may lead to the removal of the attorney from the appointment lists.

XI. Miscellaneous

Nothing in these regulations shall be construed or applied inconsistently with the IDS Rules or with other provisions of law. Nothing in these regulations shall preclude the Office of Indigent Defense Services from adopting and enforcing standards and rules that supplement or supersede these regulations or from implementing programs, plans, or contracts regarding the assignment of counsel to improve quality, efficiency, and economy.

The Public Defender shall provide to the Office of Indigent Defense Services such reports and records as may from time to time be required by the Office.

The Public Defender may modify this plan with the approval of the Office of Indigent Defense Services.

XII. Adoption and Certification

These regulations were originally adopted by Public Defender Wallace C. Harrelson and became effective on February 1, 2002.

These regulations were adopted by the District 18 Public Defender, and became effective on October 15, 2020.

The regulations have been approved and certified by the Executive Director of the Office of Indigent Defense Services in accordance with Rule 1.5(b) of the Rules of the Commission on Indigent Defense Services.