

**SAMPLE APPLICATION FOR POSITION OF
CIRCUIT PUBLIC DEFENDER
GEORGIA PUBLIC DEFENDER STANDARDS COUNCIL**

Instructions: Use letter size paper in preparing application. Type each question and place your answer immediately beneath it. Use single-space typing. Please email completed questionnaire to Joan Nalls at jnalls@gpdsc.state.ga.us.

- 1) Full name, office and home addresses, zip codes, and telephone numbers with area codes.
- 2) Please list circuit(s) in which you are applying to serve as the circuit public defender.
- 3) List each college and law school you attended, including dates of attendance, the degree awarded and, if you left any institution without receiving a degree, the reason for leaving. Include the following:
 - a. College – Major academic achievements and other significant activities.
 - b. Law School – Major academic achievements and other activities (e.g., order of Coif, Law Review, moot court, class standing etc.).
 - c. List the continuing legal education courses which you have completed within the last three years.
- 4) List all courts in which you have been admitted to practice, with dates of admission.
- 5) Describe chronologically your legal and other experience since your graduation from law school, including:
 - a. Whether you served as a law clerk to a judge, and if so, the name of the judge, the court, and the dates of the period you were a clerk.
 - b. Whether you practiced law alone, and if so, the addresses and the dates.
 - c. The names and addresses of the law firms or offices, companies, governmental agencies, or other organizations with which you have been connected, and the dates and nature of your connection with each.
 - d. Law school teaching experience, including name of law school, dates, courses, and faculty rank.
- 6) If you have practiced law, what was or has been the general character of your practice? Divide it into periods with dates if the character of your practice has changed over the years.
- 7) With respect to the last ten years in which you practiced law:
 - a. Did you appear in court regularly, occasionally, or not at all? If the frequency of your appearances in court has varied during this period, describe each such variance, giving the dates thereof.
 - b. What percentage of these appearances was in:
 - i. Federal Courts
 - ii. State Courts of record
 - iii. Other Courts
 - c. What percentage of your litigation was:
 - i. Criminal
 - ii. Civil or Bankruptcy

- d. State the number of cases in trial courts of record you tried to verdict or judgment (rather than settled), indicating whether you were sole counsel, chief counsel, or associate counsel.
 - e. What percentage of these trials were
 - i. Jury
 - ii. Non-Jury
- 8) Experience in litigation.
Describe five significant matters that you personally handled in trial court, and give the citations if the cases were reported. Give a summary of the substance of each case, and a succinct statement of what you believe to be the particular significance of the case (including dates, courts and judges). Identify the party or parties whom you represented; describe the nature of your participation in the litigation and final disposition of the case.
- 9) Have you ever engaged in any occupation, business, or profession other than the practice of law, law teaching, or holding judicial or other public office? If so, give details including dates.
- Have you ever been convicted of a crime (not including traffic violations for which a fine of \$250 or less has been imposed) under federal, state, or other law enforcement authorities for violation of any federal law or regulation, state law or regulation, county or municipal law, regulation, or ordinance? If so, give details.
- 10) Have you filed appropriate tax returns as required by federal or state government authorities? If not, please explain.
- 11) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If yes, give particulars, including the amount of any settlements that you are not prohibited from disclosing under any confidentiality agreement.
- 12) Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or been the subject of complaint to any court, administrative agency, bar association, disciplinary committee, or other professional group. If so, give particulars.
- 13) Furnish examples of three legal articles, books, briefs, or other legal writings that reflect your personal work. If briefs are submitted, submit only those that were written largely or entirely by you; please indicate the degree to which they represent your original work.
- 14) List any leadership positions or memberships in any bar associations and professional societies, or committees thereof, that you believe to be of particular significance in relation to legal ability, interests, and qualifications for service as a public defender.
- 15) Describe your administrative and supervisory experience.
- 16) How has your educational, legal, administrative, and/or business experience prepared you for this position?

- 17) In one page or less, state why you desire appointment as the circuit public defender?
- 18) State the names, addresses, and telephone numbers of three persons who are well acquainted with your legal ability and character.

I hereby waive any privilege of confidentiality I may have concerning information which the Georgia Public Defender Standards Council or Circuit Selection Panel may desire to obtain from any source including the persons listed in response to question #17 above, concerning my qualifications to serve as a circuit public defender of the GPDSC. I specifically authorize all institutions, organizations, schools, and individuals to make available to the Standards Council and Circuit Selection Panel any information concerning me that the Standards Council or Selection Panel requests.

Signature

Date

Name Typed