

SCREENING REVIEW PROCESS

The following process should be followed to be considered for the following types of Court Appointed Cases:

APS & GUARDIANSHIP REGISTRY:

- * ADULT PROTECTIVE SERVICES PROCEEDINGS PURSUANT TO CHAPTER 415, FLA. STAT.
- * EMERGENCY TEMPORARY PROCEEDINGS PURSUANT TO CHAPTER 744, FLA. STAT.
- * INCAPACITY PROCEEDINGS PURSUANT TO CHAPTER 744, FLA. STAT.
- * RESTORATION PROCEEDINGS PURSUANT TO CHAPTER 744, FLA. STAT.
- * COUNSEL AS REQUIRED FOR EXTRAORDINARY PROCEEDINGS PURSUANT TO CHAPTER 744, FLA. STAT.

To be placed on this registry, the attorney must apply for and be approved, for all five (5) type appointments.

DEVELOPMENTALLY DISABLED, MENTAL HEALTH & MARCHMAN MATTERS REGISTRY: (special training required)

- * DEVELOPMENTALLY DISABLED PROCEEDINGS PURSUANT TO 393, FLA. STAT.
- * MARCHMAN ACT PROCEEDINGS PURSUANT TO CHAPTER 397, FLA. STAT.
- * COURT APPOINTED CONFLICT COUNSEL IN BAKER ACTS PURSUANT TO CHAPTER 394, FLA. STAT.

To be placed on this registry, the attorney must apply for and be approved, for all three (3) type appointments. Further, the attorneys on this registry must be available to accept all appointments over a specified time frame, usually either one or two weeks.

Step One: Complete and Submit your Contract to the JAC.

Step Two: Complete and Submit your Application for Court Appointments.

You must submit an **original** and **three** (3) copies of the Application in an envelope marked "committee".

You must submit eight (8) additional copies in a second envelope marked "pre-screen."

A copy of your Florida Bar Card must also be included with the original and all copies of the application.

The Application together with the appropriate copies must be delivered to Anders Madsen, Director of Probate, Administrative Office of the Court, 9th Floor, Dade County Courthouse, 73 West Flagler Street, Miami, Florida 33130.

Step Three: Unless otherwise noticed, the Screening Committee will meet on the first Friday of each month at 12:00 p.m. at the Dade County Courthouse, 16th floor conference room to review all applications and submit them together with their recommendation to Anders Madsen Director of Probate, Administrative Office of the Court, 9th Floor, Dade County Courthouse, 73 West Flagler Street, Miami, Florida 33130. Florida's Sunshine Law and Public Records Act apply to communications and correspondence with and among the members of the Screening Review Sub Committee

Step Four: Notification of disposition of Application. Applicant will be notified of disposition of Application via email or otherwise.

Step Five: Payment for proceedings in which the respondent is indigent. The Justice Administrative Commission (JAC) is the governing body regarding payment for cases in which the Respondent is indigent. Please refer to the procedures for payment from the JAC.