

### **Instructions for MCILS Application for Indigent Case Assignments:**

1. Before beginning this application, review the applicable eligibility requirements outlined in [Chapter 2 of the Commission rules](#).
2. Applications must be typed and submitted using the fillable PDF document provided. Handwritten applications will NOT be considered.
3. Carefully read and complete *all* required fields. Incomplete applications will NOT be considered.
4. You must attach a *current* resume to this application. Applications without a current resume will NOT be considered.
5. Please submit your completed application, with attachments, to the Executive Director at [MCILS@maine.gov](mailto:MCILS@maine.gov).
6. The following case types require a separate application which can be found on the MCILS website:
  - a. Juvenile Felony/Bind-over
  - b. OUI
  - c. Domestic Violence
  - d. Serious Violent Felonies
  - e. Sex Offense
  - f. Homicide
  - g. Law Court Appeals
  - h. Post-Conviction Review
  - i. Protective Custody
7. If you are interested in guardianship and adoption cases in the district court or lawyer of the day assignments, please contact MCILS for eligibility requirements.

**MAINE COMMISSION ON INDIGENT LEGAL SERVICES**

*Application for Indigent Case Assignments*

Name \_\_\_\_\_

Law Firm \_\_\_\_\_

Office Address \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

ME Bar Number \_\_\_\_\_ Admission Date to ME Bar \_\_\_\_\_

Law School/Graduation Date \_\_\_\_\_

Please list the courts in which you seek assignments:

Please check all the case types for which you are interested in receiving assignments:

- Drug Offense
- Other Felonies
- Other Misdemeanors
- Juvenile Misdemeanors
- Emancipation
- Civil Commitments
- Not Criminally Responsible Release Hearings

1. Please provide a resume describing education and employment history.

2. As an attorney, have you ever been disbarred, suspended, reprimanded, censured, or otherwise formally disciplined, publicly or privately?

Yes

No

If **yes**, please explain.

3. To your knowledge, is there currently any complaint or investigation pertaining to your practice of law pending before the Board of Bar Overseers in any jurisdiction?

Yes

No

If **yes**, please explain.

4. Have you ever been convicted of a crime in Maine or in any other jurisdiction?

Yes

No

If **yes**, please explain.

5. Are there currently any criminal charges pending against you?

Yes

No

If **yes**, please explain.

6. Do you maintain an office or have the use of space that is reasonably accessible to clients and that permits the private discussion of confidential and other sensitive matters?

Yes

No

If **no**, please explain.

7. Do you maintain a telephone number staffed by personnel available for answering telephone calls or an answering service, answering machine, or voicemail that ensures client confidentiality?

Yes

No

8. Do you maintain a working confidential email address?

Yes

No

9. Have you completed a Commission-sponsored training course for the area(s) of law in which you are seeking to receive assignments?

Yes

No

If no, see question 10. If yes, please identify the training by date, location, and subject:

<b>Training:</b>	<b>Date(s):</b>	<b>Location:</b>

10. If your answer to question 9 is no and you wish to be exempted from the Commission training requirement on the basis of commitment to and proficiency in the practice area(s) for which you are seeking assignments:

- a. Please set forth in detail your experience representing clients in the relevant practice area(s) over the course of at least the last three (3) years. Include specific trial experience, the portion of your practice devoted to such representation, and any other information demonstrating your commitment to and proficiency in such practice area(s):

b. Please include the name and email address for two (2) references who are familiar with your commitment to and proficiency in the practice area(s) for which you are seeking assignments:

Reference Name:	Reference Email Address:

11. Approximately what percent of your caseload will be devoted to representing consumers of indigent legal services?

*I hereby certify that the above information is true, accurate, and complete. I further certify that I have read, understood, and agree to be bound by all applicable statutes regarding MCILS and all MCILS rules. If any of the information contained within this application changes, I will immediately notify MCILS via email to MCILS@maine.gov.*

*By submitting this application, I agree to honor all of my obligations to the Commission, including by cooperating with Commission monitoring, performance evaluations, assessments, audits, and investigation of complaints that may reflect on my work on assigned cases. I understand that being eligible to receive assignments does not guarantee that I will receive any certain number or types of assignments.*

*I further agree to keep the Commission and the courts in which I represent indigent clients apprised of my telephone number and postal and email addresses.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date