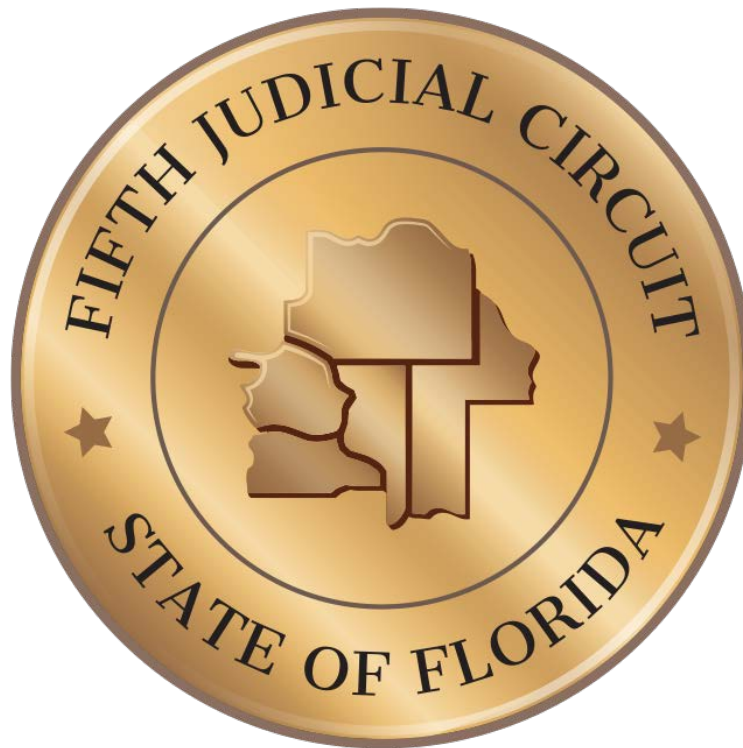


**FIFTH JUDICIAL CIRCUIT  
COURT APPOINTED ATTORNEY  
REGISTRY**



**REQUEST TO BE ADDED TO REGISTRY  
FORM AND INSTRUCTIONS**

2026

**INFORMATION & INSTRUCTIONS:**

1. Florida law requires that the Chief Judge of the Circuit compile a registry of attorneys in private practice, by county and by category of cases, and provide the registry to the clerk of court in each county.
2. Cases in which the Public Defender’s Office and/or the Criminal Conflict and Civil Regional Counsel have a conflict will be assigned to attorneys from this registry.
3. To be included on the registry, complete the attached Request to be Added to the Registry Form. The form is also available at [www.circuit5.org](http://www.circuit5.org).
4. Submit the completed form and a copy of your Florida Bar Card to the Fifth Judicial Circuit, Office of General Counsel at the any of the following addresses:

Hand Delivery	U.S. Mail	E-mail	Fax
550 W. Main St Tavares, Florida 32778	P.O. Box 7800 Tavares, Florida 32778	mhey@circuit5.org	(352) 253-1630

5. The signed and completed form will be reviewed by the Chief Judge of the Fifth Judicial Circuit who will either approve or deny the attorney’s addition to the registry. If approved, the updated registry will be sent to the Justice Administrative Commission (JAC) for financial approval.
6. Before an attorney may be added to the registry, a contract between the attorney and the Judicial Administrative Commission (hereinafter “JAC”) must be on file. The JAC contract can be downloaded from the JAC website at [www.justiceadmin.org](http://www.justiceadmin.org). Payment for services rendered and all due process costs are processed through the Justice Administrative Commission.
7. You may also contact the Justice Administrative Commission in the following ways:

Hand Delivery	U.S. Mail	Phone	Fax
227 N. Bronough Street Suite 2100 Tallahassee, FL 32301	P.O. Box 1654, Tallahassee, FL 32302	(850) 488-2415	(850) 488-8944

8. Temporary assignments to the registry by a judge require a different form. See "Sample Order for Temporary Assignment to Registry" and follow the same procedures as above.



Please complete this application **in its entirety**. Incomplete applications will be returned to the applicant for completion. Please type or print legibly in blue or black ink. *A copy of your Florida Bar card must be included with the application at the time of submission.*

**PERSONAL INFORMATION:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Florida Bar No.: \_\_\_\_\_  
(As it appears on your FL Bar Membership)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip Code)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip Code)

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Alternate Email Address: \_\_\_\_\_

**COUNTY/COUNTIES WHERE APPLICANT REQUESTS APPOINTMENT:**

Please check all that apply:

Citrus County     Hernando County     Lake County

Marion County     Sumter County

## OFFICE REQUIREMENTS

Select all that apply:

- I have a principal office within the geographic boundaries of my selected county/counties.
- I have made arrangements for office space, within the geographic boundary/boundaries of the county/counties I selected, where I can meet with clients in a professional and confidential setting.

## MINIMUM PROFESSIONAL REQUIREMENTS:

(Please initial confirming each requirement)

- I am a member in good standing with the Florida Bar and meet at least the minimum Experience and Continuing education requirements of 3 CLE hours approved by the Florida Bar within the last 12 months devoted to the area of law I am requesting court appointment.
- I maintain malpractice insurance. *(This is not a mandatory requirement but is strongly recommended.)*
- I have received and reviewed Administrative Order A-2021-05: Re: Expert Fees Guidelines.
- I have reviewed and understand the agreement for attorney's services documents located on the JAC website at [www.justiceadmin.org](http://www.justiceadmin.org). and agree to comply with JAC's requirements for billing.
- I understand that I am being paid commensurate with F.S. 27.5304.
- I will not solicit compensation from the defendant or other clients, or their families on cases for which I serve as Court Appointed Attorney.
- I will notify the Chief Judge of any formal complaint filed by the Florida Bar against me, any non-confidential consent agreements entered into between myself and The Florida Bar, any sanction order entered against me including those pursuant to 57.105, and any claim of ineffective assistance of counsel that has been set for a hearing before a judge.
- I understand that I am not a Registry Attorney until I have signed a contract with the Justice Administrative Commission and my application has been approved by the Chief Judge.
- I will appear in person for every hearing on every case to which I am appointed unless my personal appearance has been excused by the Court *in advance*.

**CASE APPOINTMENT SELECTION:**

**CRIMINAL CASE SELECTIONS:**

**CRIMINAL CAPITAL: QUALIFICATIONS FOR COURT APPOINTMENT TO: LIFE FELONIES, 1ST DEGREE FELONIES, AND CAPITAL SEXUAL BATTERY CASES:**

1. Be a member in good standing with The Florida Bar.
2. Be in compliance with The Florida Bar approved continuing legal education requirements, with a minimum of ten (10) hours within a reporting cycle devoted to criminal law.
3. Meet the following experience requirements:
  - a. In *capital death penalty cases*, the attorney shall meet the qualifications as outlined in Rule 3.112 (f-g), Rules of Criminal Procedure, as applicable for category selected.
  - b. In *first degree felonies, life felony and capital sexual battery cases*, the attorney shall have been a member of The Florida Bar and an experienced and active trial practitioner with no fewer than five (5) state or federal criminal jury trials.

By initialing, I certify that I meet the above qualifications:

- \_\_\_ Capital – 1<sup>st</sup> Degree Murder (Lead Counsel)
- \_\_\_ Capital – 1<sup>st</sup> Degree Murder (Co-Counsel)
- \_\_\_ First degree felonies, life felonies and capital sexual battery cases
- \_\_\_ Capital Appeals

**CRIMINAL (General)**

Please check all case types for which you are seeking appointment:

- \_\_\_ Criminal Felony- 2<sup>nd</sup> or 3<sup>rd</sup> Degree Felony only
- \_\_\_ Misdemeanor
- \_\_\_ Criminal Traffic
- \_\_\_ Jimmy Ryce
- \_\_\_ Criminal Appeals- Misdemeanor
- \_\_\_ Criminal Appeals- Felony
- \_\_\_ Post-Conviction (Rules 3.800 and 3.850)

**DELINQUENCY:**

Please check all case types for which you are seeking appointment:

- \_\_\_ Juvenile Delinquency Felony
- \_\_\_ Juvenile Delinquency Misdemeanor
- \_\_\_ Juvenile Delinquency Appeals
- \_\_\_ Violation of Probation

**GUARDIANSHIP**

Please check all case types for which you are seeking appointment:

- Guardianship (Ch. 744, F.S.)
- Guardianship – Emergency (Ch. 744, F.S.)

**BAKER/MARCHMAN ACT**

Please check all case types for which you are seeking appointment:

- Baker/Mental Health (Ch. 394, F.S. – Conflicts from PD Office)
- Marchman Act/Substance Abuse (Ch. 397, F.S. – Conflicts from PD Office)

**OTHER ADULT CIVIL**

Please check all case types for which you are seeking appointment:

- Adult Protective Services (Ch. 415, F.S.)
- Developmentally Disabled Adult (Ch. 393, F.S.)

**OTHER CIVIL HEALTH**

Please check all case types for which you are seeking appointment:

- Admission of Inmate to Mental Health Facility
- Medical Procedures – (Mental Health – Patients’ Rights)- Section 394.459(3), F.S.
- Tuberculosis (Ch. 392 F.S.)

**DEPENDENCY:**

Please check all case types for which you are seeking appointment:

**SPECIAL REQUIREMENTS:**

Any attorney selecting Dependency Appeals and/or Termination of Parental Rights Appeals are required to participate in educational opportunities on the rules and procedures of those types of cases in order to be placed on the assignment rotation for these cases. By selecting Dependency Appeals or TPR Appeals, you are certifying that you meet the educational requirement.

- Dependency – Chapter 39
- Parental Notification of Abortion Act
- Termination of Parental Rights (Ch. 39 and Ch. 63)
- Appeals – Dependency
- Appeals – TPR

- \_\_\_ CINS/FINS – Ch. 984, F.S.
- \_\_\_ Emancipation – Section 743.015, F.S.

**GAL**

- \_\_\_ Children with Special Needs

**By requesting to participate in the registry for children with certain special needs, I am certifying the following:**

\_\_\_ I meet the minimum requirements for court-appointed counsel including requirements for attorneys appointed to represent children in dependency cases.

\_\_\_ I have at least one of the following:

\_\_\_ I have at least one (1) year of experience representing children in dependency cases within the last five (5) years; or

\_\_\_ I am currently supervised by an attorney that has at least one (1) year of experience representing children in dependency cases; or

\_\_\_ I have observed at least thirty (30) hours of hearings in dependency cases including at least one (1) shelter hearing, one (1) dependency adjudicatory hearing, one (1) judicial review hearing, one (1) hearing pursuant to either rule 8.350 or 8.355, Fla.R.Juv.P. and one (1) termination of parental rights trial.

\_\_\_ Within the last two (2) years I have attended at least ten (10) hours of continuing legal education devoted to the legal needs of children at least five (5) hours of which were devoted to representation of children with special needs or disabilities and at least one (1) hour of which was devoted to ethics related to the representation of children or, if I have not, I will complete the requisite CLE requirements within three (3) months of being placed on the registry.

\_\_\_ I have reviewed the Florida Guidelines of Practice for Lawyers Who Represent Children in Abuse and Neglect Cases.

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