

## Application for Fiscal Year 2023 Contract

Office of the Child's Representative | [www.coloradochildrep.org](http://www.coloradochildrep.org)

*This application is for individuals who **do not** have a current pickup contract with OCR. (For current contractor renewal or verifications, please consult your individualized email instructions from OCR.)*

### Information for Applicants

- This is [a preview of] the application for the provision of legal services as Guardian *ad Litem* (GAL), state-paid Child's Legal Representative (CLR), and/or Counsel for Youth for the contract period beginning 7/1/2022.
- The Office of the Child's Representative (OCR) is mandated (CRS 13-91-101) to provide best interests representation to children in the State of Colorado, as well as client-directed representation for older youth in Dependency and Neglect (D&N) and Foster Youth in Transition proceedings. OCR currently provides best interests representation in all of its case types (CLR in Domestic Relations proceedings and GAL in all other case types), as well as client-directed representation for youth age 18 and older in D&N and Foster Youth in Transition proceedings. OCR is hopeful that [HB 22-1038](#) will convert the GAL role to a client-directed role for youth age 12 and older in D&N proceedings effective January 2023, effectively expanding its Counsel for Youth services to youth age 12 and older in that case type. Pursuant to these statutory mandates, this office will contract with attorneys to provide attorney services as Guardians *ad Litem*, state-paid Child's Legal Representatives, and Counsel for Youth. The OCR maintains [appointment lists](#) of contractors eligible for cases in each judicial district.
- All attorneys who contract with OCR are independent contractors, not employees of the OCR. Prior to engagement as an independent contractor for the OCR, the parties will enter into a separate written contract setting forth the duties and responsibilities of the parties.
- **Deadline:** Applications must be submitted no later than **11:59pm on Thursday, March 31st, 2022**. Only applications submitted electronically through this online form will be accepted. Upon submission of this application, each applicant will receive a confirmation and copy of the application via email.
- **Resume and Cover Letter: A single PDF document is required for your resume and cover letter.** This form will prompt you to upload your resume with a required cover letter as one combined PDF (a process similar to attaching a file to an email). Please do not email or mail documents separately or upload additional items this form does not ask for. (Click for [help saving Word to PDF](#) or [help combining PDFs](#).)
- **Save and Resume Work:** Optionally, you may "Save Progress" at the bottom of any page. If you do so, follow the prompts to create an account, then use the button at the top of [the online form] to log in and retrieve your partial work later.
- **Questions?** Please consult [OCR's Applications FAQ](#) or [this] preview.

### Form Prompts

- Name
- Firm/Agency (optional)
- Colorado Attorney Registration Number

**IMPORTANT: THIS IS A PREVIEW OF THE FORM CONTENTS. YOU MUST COMPLETE THE OFFICIAL FORM ONLINE AT <https://fs30.formsite.com/COCR/NewFY23/index.html>.**

- Exception to Attorney Registration Number: I am awaiting admission to the Colorado Bar and do not have a Colorado Attorney Reg. Number.
- Business Address
- Business Phone, Fax (optional), Mobile (optional)
  - *Blank entries in Fax will appear as "None listed" on published appointment lists. Mobile Phone does not appear on published appointment lists.*
- Business Email
  - A valid email address is required. You will receive an automatic confirmation email with a summary of your application after you submit your form. Contracted attorneys' email addresses are also required for OCR's listserv in accordance with OCR policy.
- Contact Information to be Published: If you are awarded a contract, contact information you enter [on the application] will appear on OCR's [Appointment Eligibility List\(s\)](#) published online and to the courts unless you notify OCR of a change. Enter your name as you want it to appear on published lists and, if you have multiple addresses [such as an office or PO Box], provide the one you want published.
  - [Required Checkbox] The information above is complete and accurate for publication on OCR's Appointment Eligibility List(s). I will notify OCR promptly if this information changes.
- In which [Judicial District\(s\)](#) are you applying? (Select all that apply from 1-22)
  - You can provide brief comments here regarding your district selections above (optional). (255 characters max)
- For which [case type\(s\)](#) are you applying? (Select all that apply.)
  - D&N - Dependency and Neglect (19-3-203) (GAL and Counsel for Youth)
  - FYTP - Foster Youth Transition Program (19-7-308) (Counsel for Youth)
  - JD - Delinquency (19-1-111)
  - TR - Truancy (19-1-111)
  - DR / CLR - Domestic Relations / Child's Legal Representative (14-10-116)
  - PAT - Paternity (19-4-110)
  - MH - Mental Health (27-10-103)
  - PR - Probate (15-10-403)
  - AR - Adoption and Relinquishment (19-5-103)
  - Litigation Support List (Appeals)
  - You can provide brief comments here regarding your case type selections above (optional). (255 characters max)
- Please indicate any other state-paid contracts you have held in the past three years. (Select all that apply.)
  - Respondent Parents' Counsel
  - Alternate Defense Counsel
  - Other (please specify)
- Have you previously had a contract with OCR? (Yes/No)
  - If yes, please briefly explain why you are not currently on the OCR contract list (e.g. stopped practice, terminated contract, moved out of the state). (255 characters max)
- **Upload resume and cover letter (both required)**
  - Save your resume and cover letter as a **single document in PDF format 5MB or less.**

- Please be sure your cover letter describes why you want to work with court-involved children and youth and any special skills or experience you have that would help you to be an effective advocate.**
- OCR strives to recruit, contract with, and retain a diverse pool of attorneys reflective and representative of the communities it serves. OCR strives to contract with and retain attorneys who can identify with the diversity of needs, backgrounds, and experiences of the children and families involved in OCR case types and who have understanding, consciousness, and competence of the cultural context, backgrounds, and systemic barriers that exist for communities impacted by child welfare, juvenile justice, truancy, and other OCR cases. OCR is committed to achieving a diverse work force and to providing an environment free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. To advance these efforts, please respond to the following three questions.
  - Do you identify as Hispanic, Latino, Latina, Latinx or Spanish origin or ethnicity?
    - Yes
    - No
    - I choose not to answer.
  - Select the race(s) with which you identify. (You can choose multiple answers.)
    - American Indian or Alaska Native
    - Asian
    - Black or African American
    - Native Hawaiian or Other Pacific Islander
    - White
    - Other
    - I choose not to answer.
  - As applicable, please provide a statement about how your unique identity, background, and/or professional or personal experiences will inform your legal representation of children, enhance your ability to work in the diverse communities served by OCR case types, and contribute to the diversity of GAL and CLR practice. (1,800 characters max)
- How many years have you been engaged in the practice of law?
  - Awaiting Bar results
  - Newly admitted
  - 1 to 5 years
  - 6 to 10 years
  - 11 to 15 years
  - 16 or more years
- How many years of experience do you have in Pediatric Law?
  - None
  - 1 to 5 years
  - 6 to 10 years
  - 11 to 15 years
  - 16 or more years

- Please briefly summarize any experience you have had working as a Guardian *ad Litem*, a Child's Legal Representative, or in a related area of Pediatric Law. (1,800 characters max)
- Please indicate whether you have had experience in any of the following: (Select all that apply.)
  - o Administrative Law Proceedings
  - o Appeals
  - o Jury Trials
  - o Mediation
  - o Motions Practice
  - o Trial Advocacy Training
  - o Trials to the Court
  - o Other (please specify below)
  - o None of the above
- Please describe your experience in the area(s) indicated above. (1,800 characters max)
- Please indicate whether you have had training or experience in any of the following areas: (Select all that apply.)
  - o Aging Out / Emancipation
  - o Child Development
  - o Developmental Disabilities
  - o Domestic Violence
  - o Educational Success
  - o Family Connections
  - o Interviewing Children and Youth
  - o Juvenile Justice
  - o Mental Illness
  - o Neglect
  - o Physical Abuse
  - o Sexual Abuse
  - o Substance Abuse
  - o Trauma-Informed Practice
  - o Other (please specify below)
  - o None of the above
- Please describe your training and experience in the area(s) indicated above. (1,800 characters max)
- Have you completed at least 10 hours of Continuing Legal Education (CLE) relevant to the representation of children? (Yes/No)
- Please list any [OCR-sponsored CLEs](#) you have attended or viewed. (Provide the name and date of the course and the number of CLE credits received.) (1,800 characters max)
- Please list any other CLEs you have attended that you believe are relevant. (Provide the name and date of the course and the number of CLE credits received.) (1,800 characters max)
- In which language(s) other than English are you proficient?
  - o If Spanish: Spanish proficiency is noted on the [OCR Appointment Eligibility Lists](#). Please select the option below that would best describe your Spanish proficiency.
    - Limited Spanish
    - Fluent in Spanish
- Have you ever been investigated, disciplined, suspended, or disbarred from the practice of law in Colorado or any other state? (Yes/No)
  - o If Yes: Please describe the circumstances, including the discipline you received and the time period during which you received discipline. (1,800 characters max)
- Have you ever been admonished, censured, or placed in a diversion program by an attorney regulatory body or similar authority? (Yes/No)
  - o If Yes: Please describe the circumstances, including the discipline you received and the time period during which you received discipline. (1,800 characters max)
- Have you ever been the subject of a founded complaint? (Yes/No)
  - o If Yes: Please describe the circumstances, including the discipline you received and the time period during which you received discipline. (1,800 characters max)

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- **Please provide three professional references** with knowledge of your legal experience. (References may include families you've worked with as an attorney or in another professional capacity.) [Name, Title/Organization, Phone Number, and Email are required for each, comments are optional]
- I understand that by submitting this application I hereby make the following certification of competency under the Colorado Rules of Professional Conduct, [Rule 1.1](#):
  - o I have reviewed Chief Justice Directive 04-06 and I am able to comply with the professional and ethical obligations established therein.
  - o I have legal malpractice insurance, or I will obtain it if awarded a contract with the OCR.
  - o I will attend/view at least 10 hours of training sponsored or approved by OCR per year and prior to taking any appointments.
  - o I will input all case information and activity into OCR's online case management and billing system.
  - o I am competent to represent the interests of children in all case types for which I am applying.
- Signature: Type your name and date [on the online form] to certify that the information you provided here is true and accurate to the best of your knowledge. Typed signature shall suffice as if original.

## OCR Applications / Verifications Frequently Asked Questions

### RESOURCES FOR QUESTIONS

- 1) Use the online form itself: In an effort to keep the process as easy as possible, the form is designed to usher you through all requirements and includes built-in explanations to read along the way for help.
- 2) View the information posted at <http://www.coloradochildrep.org/attorney-center/applications/>.
- 3) Technical problems are often resolved by 1) accessing OCR's form using a different web browser (like Chrome vs. Firefox; see [www.whatsmybrowser.org](http://www.whatsmybrowser.org)) and 2) making sure you allow "cookies" from OCR's form "fs30.formsite.com" (see <https://www.whatismybrowser.com/detect/are-cookies-enabled>).
- 4) Contact [info@coloradochildrep.org](mailto:info@coloradochildrep.org) if your question isn't answered in this FAQ and we'll get back to you!

### CURRENT CONTRACTORS: GENERAL QUESTIONS

- **Q: OCR did not email me individually with a form link on March 1.**  
A: ***Do not ask for someone else's email link or look on OCR's website—you will get the wrong form.***  
Please write to [rebeccagarrison@coloradochildrep.org](mailto:rebeccagarrison@coloradochildrep.org) as soon as possible and OCR will help!
- **Q: OCR emailed me on March 1, but I can't find the online form.**  
A: ***Do not ask for someone else's email link or look on OCR's website—you will get the wrong form—***others have a link to their own form (*not yours*), and the form on our website is for applicants without a current contract. Access your form through a hyperlink in the body of the email you received directly from OCR: look for a bold URL under the heading "To Access the Required Form." Click on that URL to follow the hyperlink, or copy and paste the URL into your web browser. Or contact OCR if you need another copy of this email.
- **Q: My password does not work.**  
A: To start this year's form for the first time, please open the online form, then use the left side of the login screen to establish *any* password you choose—this form's credentials are not shared with any other OCR system or prior form. Or, if you have already started a form and need to retrieve your saved work: Click the form link in the body of the email you received from OCR to return to the form login page, enter your email and password under "Log In to Resume Work" on the right side of the screen, click "Submit," then open your saved form. If you forget your password, enter your email in "Forgot Password?"
- **Q: OCR emailed me a form to complete on March 1. I expected a different form.**  
A: All OCR contractors are required to complete one online form every March, even if their caseload is winding down. Most contractors are only asked to complete the more rigorous Renewal Application every three years when their contract is nearing its end date. However, in the off-years when you're not up for renewal, you must submit a short *annual* "Attorney Verifications Form" online. OCR manages each contractor's renewal schedule and emails you the form you're scheduled to complete each March. Contact OCR at any time to ask about your individual schedule, to get a copy of your contract to see its end date (the year you will be up for renewal), or to request sample forms.
- **Q: Where do I tell OCR that I want to change what case types I take, where I take cases, etc.?**  
A: The Change Request Form for OCR attorney contractors is separate from the application or verification forms and is available on OCR's website year-round at <http://www.coloradochildrep.org/attorney-center/change-request/>. The best time of year to request a change for new pickup status or additional case types is during March, before the deadline for applications.

- **Q: Why did OCR change my contact information on an Appointment List?**  
A: The contact information you enter on each year's online form will *automatically replace* what OCR has on file for publication online and to the courts on Appointment Eligibility List(s), regardless of what was previously on the list or whether you were up for renewal. For example, if you do not enter a Fax Number this year (optional), any list(s) on which you appear will show "Fax: None Listed" regardless of whether OCR had a fax number for you in the past. The online form will remind and warn you to double-check your contact info for this purpose. Notify OCR if there are future changes. [Click here](#) to review the current lists.
- **Q: I have no open cases. Why did OCR contact me?**  
A: If you have no remaining open cases, please end all your appointments in CARES (see [Closing Appointments and Cases](#) in the CARES Help Center), then notify OCR that you have no remaining OCR appointments. OCR will deactivate you from all systems and stop sending forms such as this one.

**YEARLY ATTORNEY VERIFICATIONS** (Note: Verifications are also part of the Renewal form)

- **Q: I recently renewed and I did not expect to fill out another form until I renew again at a later date.**  
A: All OCR contractors are required to complete one online form every March. Most contractors are only asked to complete the more rigorous Renewal Application every three years when your contract is nearing its end date. However, in the off-years when you're not up for renewal, you must submit a short *annual* "Attorney Verifications Form" online. OCR manages each contractor's renewal schedule and emails you the form you're scheduled to complete each March. Contact OCR at any time to ask about your individual schedule, to get a copy of your contract to see its end date (the year you will be up for renewal), or to request sample forms.
- **Q: Do I need to complete this form even if all my cases are closing later?**  
A: **Yes—This form is required if you have any open OCR case(s) in March of this year, regardless of whether you expect them to close shortly thereafter.** This is because the Verifications form covers various *annual* CJD and contract requirements, and it has been a year since you were last asked for them. Please complete the short form in March, and remember to see [Closing Appointments and Cases](#) in the CARES Help Center when the time comes to close your cases later on.
- **Q: Can I preview the form's contents?**  
A: Yes—Please consult the "Attorney Verifications Form Preview" document attached to the email OCR sent on March 1. But be sure to use our online form—not the preview document—to submit your responses.
- **Q: Do I need to complete a "CJD Verification" form (a checklist component of the online form)?**  
A: No—This is no longer part of the required annual verifications form and you will not see the CJD checklist pages included as you complete the form this year. In response to attorney feedback, the OCR worked with the Chief Justice to clarify that this form is no longer required. This does not mean the CJD requirements ended, of course, but rather that OCR's verification of them is hopefully more user-friendly.
- **Q: I didn't get prompted to upload my Child List and certify open cases.**  
A: The report of your current children in CARES is only required of attorneys who are not eligible for new OCR case appointments but who have open OCR cases. If you indicate you are eligible for new OCR case appointments on the first page of the form, you are not required to submit this report and will not be prompted to do so. Please note, in the past, this requirement prompted you to create your own list of children; starting in 2021, contractors will see instructions to [download the report](#) from CARES.

## RENEWAL APPLICANTS

- **Q: I am up for Renewal. Do I need to complete an Attorney Verifications Form as well?**  
A: No, there is not a separate form. The Attorney Verifications Form contents are folded into the Renewal Application so that you only need to complete one form.
- **Q: Can I preview the form's contents?**  
A: Yes—Please consult the "Renewal Application Form Preview" document attached to the email OCR sent on March 1. But be sure to use our online form—not the preview document—to submit your responses.
- **Q: Where do I enter case references' contact information? Do I need to ask my case references to write letters or get in touch with OCR?**  
A: You already submitted case references' contact information (or were granted an exception) to OCR via an online form in December or January—OCR makes sure to get that information from you if required. You do not need to ask case references to contact OCR or write letters; OCR already contacted your references directly for a structured interview.
- **Q: The Renewal form says I will receive an email invitation to schedule a Renewal Application Interview time in June. I have not received this email.**  
A: There is a delay between the time you submit your Renewal Application online and the time you will receive your scheduling invitation. All applicants should receive a scheduling invitation by April 15. Please contact [info@coloradochildrep.org](mailto:info@coloradochildrep.org) after that date if you are up for renewal but haven't scheduled a Renewal Application Interview.

## NEW APPLICANTS (*not* for existing contract renewal—see previous section)

- **Q: I do not currently have an OCR contract. How do I apply?**  
A: During March, we welcome individuals who do *not* have any current OCR contract to complete the online form posted at <https://fs30.formsite.com/COCR/NewFY23/index.html>. During other months, please start by [contacting OCR](#) with your resume and preferred [judicial districts](#) and [case types](#).  
*Note: Existing OCR contractors should **not** browse online for forms due in March—you must use a unique link in your individualized email from OCR instead.*
- **Q: Can I preview the application contents?**  
A: Yes—please consult the preview document posted at <http://www.coloradochildrep.org/attorney-center/applications/>.
- **Q: How can I save my partial work?**  
A: You may "Save Progress" at the bottom of any page of the online form. If you do so, follow the prompts to create an account, then use the button at the top of the application form to log in and resume your partial work later.
- **Q: Do I need to submit *letters* of reference?**  
A: No. The application will only prompt you to supply *contact information* for three professional references. OCR may contact your references.
- **Q: Where can I submit additional documentation?**  
A: Please do not mail, email, or try to upload any documents that aren't specifically requested in the online application form. To keep the application process fair and standardized, OCR cannot review additional unsolicited documentation.