

**Cuyahoga County Public Defender Commission
Cuyahoga County, Ohio**

Requirements for the Selection of Cuyahoga County Public Defender Nominees

Pursuant to Ohio Revised Code 120.15 County public defender - powers and duties.

(A) The county public defender shall be appointed by the county public defender commission for a term not to exceed four years. He/She shall be an attorney with a minimum of two years experience in the practice of law and be admitted to the practice of law in Ohio at least one year prior to his/her appointment.

(B) In carrying out the responsibilities and performing the duties of his office, the county public defender shall:

(1) Maintain an office, approved by the commission, provided with a library of adequate size, considering the needs of the office and the accessibility of other libraries, and other necessary facilities and equipment;

(2) Keep and maintain financial records of all cases handled and develop records for use in the calculation of direct and indirect costs in the operation of the office and report monthly pursuant to the rules of the Ohio public defender commission to the county public defender commission and to the Ohio public defender commission on all relevant data on the operations of the office, costs, projected needs, and recommendations for legislation or amendments to court rules, as may be appropriate to improve the criminal justice system;

(3) Collect all moneys due from contracts with municipal corporations or for reimbursement for legal services under this chapter and institute such actions in court for the collection of such sums as he considers advisable. All moneys collected or received by the public defender shall be paid into the county treasury to the credit of the general revenue fund.

(4) Appoint assistant county public defenders and all other personnel necessary to the functioning of the county public defender's office, subject to the authority of the county public defender commission to determine the size and qualifications of the staff pursuant to division (B) of section [120.14](#) of the Revised Code. All assistant county public defenders shall be admitted to the practice of law in Ohio, and may be appointed on a full or part-time basis.

(C) The county public defender may exercise the rights authorized in division (C) of section [120.04](#) of the Revised Code.

(D) The county public defender shall determine indigency of persons, subject to review by the court, in the same manner as provided in section [120.05](#) of the Revised Code. Each monthly report submitted to the board of county commissioners and the state public defender shall include a certification by the county public defender that all persons provided representation by the county public defender's office during the month covered by the report were indigent under the standards of the Ohio public defender commission.

**Cuyahoga County Public Defender Commission
Cuyahoga County, Ohio**

Application for the Position of Cuyahoga County Public Defender

Instructional Note: Please answer all questions. Use single-space typing. A total of five copies of the application must be submitted. Please do not bind applications; use staples or binder clips. Applicants may attach an optional résumé. If you need additional space, use a separate sheet of paper and list the item number.

GENERAL

1. Full name and social security number; all other names by which you have been known.

2. Present occupation and title.

3. Office address, telephone and fax numbers with area code. (If more than one office is maintained, list all addresses and state the circumstances.)

4. Home address, telephone, cell, and fax numbers with area codes. (If more than one home is maintained, list all addresses and state the circumstances.)

5. Preferred email address.

6. Date of birth, place of birth, and length of residence in State.

7. If you are a naturalized citizen, please state the date and place of naturalization.

8. Family status:

(a) State whether you are single, married, widowed, or divorced. If married, state the date of marriage and your spouse's full name.

(b) Names of your children, with age, address, and present occupation of each.

9. Spouse's occupation. If spouse is an attorney, will he/she practice before any of the courts in which the Public Defender serves? List areas of specialization of spouse.

10. Military Service. (a) If you served in the military, give dates, branch of service, rank, serial number, and present status. If discharged, state character of discharge.

(b) If still a reserve or National Guard member, please give service, branch unit and present rank.

11. Are you related by blood or marriage to any member of the Judiciary? If yes, list their name(s), office address, and telephone number with area code.

EDUCATION

12. List each college, university 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 significant activities.

(c) If you published any legal books or articles, please list them, giving citation and dates.

(d) List any honors, prizes or awards you have received.

(e) List the continuing legal education (CLE) courses or seminars which you have completed or taught within the last 10 years or provide your CLE transcript with this item number.

HONORS

13. List any honors, prizes, or awards you have received for service to the legal profession or civic organizations.

PROFESSIONAL ADMISSIONS

14. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving the dates of admission in each case.

LAW PRACTICE

15. List chronologically, since graduation from law school, the names, dates, addresses and telephone numbers of all law firms with which you have been associated in practice, and of all governmental agencies or private business organizations in which you have been employed, periods you have practiced as a sole practitioner, and other prior practice.

16. (a) Describe the general nature of your current practice including any legal specialties which you possess and the character of your typical clients. Additionally, if your practice is substantially different now than previously, please give details of prior practice.

(b) List five individuals who are familiar with your legal advocacy skills and abilities. Please also provide addresses, telephone numbers, and email addresses for listed individuals.

- 1.
- 2.
- 3.
- 4.
- 5.

17. During the last five years, what percentage of your practice has been:

Civil _____ %
Criminal _____ %
Administrative _____ %
Other _____ %

18. (a) What percentage of your court appearances in the last five years were in:

Federal Courts _____ %

State or Local Courts of Record _____ %

Administrative Bodies _____ %

Other _____ %

(b) During the last five years, what percentage of your practice has been trial practice?

(c) How frequently have you appeared in court?

(d) What percentage of these trials were:

Jury _____ %

Non-Jury. _____ %

(e) How frequently have you appeared in administrative hearings?

19. State the number of cases you have tried to conclusion in courts of record during each of the past five years, indicating whether you were sole, associate, or chief counsel. Give citations of any reported cases in which you participated.

20. Summarize your courtroom experience prior to the last five years.

21. List five cases handled by you which you consider to be major matters. State the names, addresses and telephone numbers of co-counsel and adversary counsel in such cases.

21. Continued (five cases representing major matters).

22. Summarize your experience in supervisory or administrative positions.

PUBLIC OFFICE

23. Have you ever run for, or held, public office? If yes, give details.

JUDICIAL EXPERIENCE

24. Have you ever held judicial office or been a candidate for judicial office? If yes, please state the courts involved and the dates of service, or dates of candidacy.

BUSINESS INVOLVEMENT

25. (a) If you are now an officer, director or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your duties and whether you intend to resign such position immediately upon your appointment as Cuyahoga County Public Defender.

(b) Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law? If yes, please give the details, including dates.

(c) State whether during the past five years you have received any fees or compensation of any kind, other than for legal services rendered, from any business enterprise, institution, organization or association of any kind. If so, identify the source of such compensation, the nature of the business enterprise, institution, organization or association involved, and the dates such compensation was paid.

OTHER

26. Have you ever been convicted for violation of any federal law, state law, county or municipal law, regulation or ordinance? If yes, please give details. Do not include traffic violations for which a fine of \$50 or less was imposed unless it also included a jail sentence.

27. (a) Have you ever had a claim prosecuted or been sued by a client? If yes, please give particulars, including results.

(b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If yes, please give particulars, including the amounts involved.

(c) Have you ever been a party in a lawsuit? If so, please give particulars, including the result.

28. Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty and/or unethical conduct? If yes, please give particulars, including the full style of the cause.

29. Have you filed all appropriate tax returns as required by Federal, State, Local and other Governmental authorities? Have you likewise paid all the above taxes? If no, please explain.

30. Have you filed all appropriate tax returns as required by Federal, State, Local, and other Government authorities? If no, please explain.

31. Do you have any liens or claims outstanding against you by the Internal Revenue Service or any State or Local tax authority? If yes, please explain.

PROFESSIONAL AND OTHER ACTIVITIES

32. (a) List all bar associations and legal professional societies of which you are a member and give the titles and dates of any office you have held in such groups, and committees to which you belonged.

(b) List all organizations and clubs, other than bar associations and professional societies identified in response to Question No. 32(a), of which you have been a member during the past ten years, including the titles and dates of any offices you have held in each such organization.

33. Do you hold membership in any professional, social, fraternal or civic organization or association which bars membership to persons by reason of race, religion, sex or national origin? If yes, provide pertinent details.

SUPPLEMENTAL INFORMATION

34. In your own words, on one page, state why you desire appointment to this position.

35. List three individuals as references who are familiar with your personal character. You must provide addresses, telephone numbers, and email addresses for each reference.

1.

2.

3.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Candidate

Date

CONFIDENTIALITY STATEMENT

This form will be kept confidential. The individuals listed as references, and magistrates and judges of the courts may be asked to provide confidential comments regarding your qualifications, but no other employers, colleagues or other individuals will be contacted without your prior approval. In the event you are selected for final consideration, you may be asked for further waivers of confidentiality and/or releases.

Five copies of this completed application form must be submitted to:

**Cuyahoga County Public Defender
Attn: Mark Budzar, Administrator
310 W. Lakeside Avenue, Suite 400
Cleveland, Ohio 44113**

Applications must be received no later than 4:30 p.m. on January 31, 2017

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Equal Opportunity Employer – Smoke-free and Drug-free workplace.
All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

<http://publicdefender.cuyahogacounty.us/>