

Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



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THE FIRST JUDICIAL DISTRICT

Solicitation of Letters of Interest for a Contract Attorney to Represent Indigent Parties in Civil Commitment Hearings

The Administrative Office of the Courts (AOC) invites letters from all attorneys (Offerors) interested in representing indigent parties in civil commitment cases as follows:

Letters of Interest:

Letters of interest should contain all information requested. The AOC will accept letters of interest submitted pursuant to this Request until March 7, 2016 at 5:00pm. A list of qualifications and specific duties is included in this Request. Any questions about this Request should be addressed to Hilari Lipton, aochbl@nmcourts.gov (505) 827-4887. Offerors shall e-mail all materials to the Court Appointed Attorney Fund at caaffbid@nmcourts.gov.

Letters of Interest should include the following:

1. Name, street address, phone number, and email address.
2. A brief statement describing:
 - a. How you meet the minimum qualifications; (see below)
 - b. And that you specifically agree to the contractor requirements set out below;
3. A brief statement demonstrating your background and understanding of mental health proceedings. Include years of experience, whether or not you have represented parties in civil commitment cases; and
4. A statement of availability to perform the duties of the position by 3/21/2016.

Minimum Qualifications

- Attorney licensed to practice in the State of New Mexico.
- Experience in civil commitment proceedings.
- Professional liability insurance.
- A resume must be attached.

Scope of Work

Attorneys for indigent adults who are the subject of mental health proceedings under the Mental Health and Developmental Disabilities Act (§ 43-1-1 et seq.); for all cases filed or

reopened during the contract period; and all review hearings for which Notice was filed during the contract period;

Letters of Interest are to be made for the cases filed in the Fourth Judicial District and should be submitted with the knowledge that appointed attorneys will be expected to act in all three capacities (Respondent, guardian ad litem, and youth attorney) when necessary and ordered, where no potential conflict exists.

Contractor Requirements:

- Submit monthly logs of time and mileage on case in the on-line reporting program.
- Have access to email and internet services. Access to fax service is preferred.
- Meet with the Court and/or AOC if requested to do so.
- Submit invoices in accordance with AOC protocols.

Compensation:

The Offeror will be required to maintain records relating recording in-court and out-of-court time spent representing your client.

This is a part-time contract with the possibility of renewal on July 1, 2016.