

**ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES
OFFICE OF LEGAL SERVICES**

Criteria for initial membership on the DCFS Statewide Adoption Attorney Panel:

1. The attorney is licensed to practice law in Illinois and has been so licensed for at least three years.
2. The attorney has malpractice insurance.
3. The attorney shall not have been the subject of discipline by the Illinois Attorney Registration and Disciplinary Commission (ARDC) nor any other attorney disciplinary body of any state within the last five years.
4. The attorney has represented petitioners or respondents in adoption proceedings in at least five adoptions in the last two years. The adoptions need not be DCFS cases. Siblings adopted at the same time by the same family count as one case. Assisting another attorney or appointment as a guardian *ad litem* does not generally satisfy this requirement. Attorneys practicing exclusively in rural areas may request an exception.
5. The attorney agrees that adoptive parents will not be charged any out of pocket expenses/costs/fees in DCFS cases.

After the first five criteria have been met,

6. The attorney must attend a DCFS Subsidy Review Seminar within the required time frame.

Criteria for continued membership on the DCFS Statewide Adoption Attorney Panel:

Reporting Requirements:

1. Annual submission of a photocopy of one's ARDC card for the current year to the DCFS Office of Legal Services, no later than Feb. 1 of each calendar year.
2. Annual submission to the DCFS Office of Legal Services of proof of continued malpractice insurance coverage, provided within 30-days of the renewal of the policy.
3. Annual submission of a Statement of Good Standing, stating that the attorney has not been the subject of pending or final discipline by the ARDC, no later than Feb. 1 of each calendar year.
Note: Without the submission of items 1-3 by 2/1 each year, invoices will not be processed.
4. Notification by the attorney to DCFS Legal within 30 days if the attorney is the subject of pending or final discipline by ARDC or any other attorney disciplinary body of any state.
5. When requested by DCFS Legal, information shall be provided by the attorney regarding whether or not she/he has continued to represent a minimum of five clients in adoption matters within the previous two years. Appointment as a GAL does not generally satisfy this requirement. Attorneys practicing in rural areas may request an exception.

Practice Requirements:

6. Adoptive parents are not charged any out of pocket expenses/costs/fees in DCFS cases.
7. Invoice Guidelines are followed. When concerns are raised by DCFS Office of Legal Services regarding billing/invoices or complaints from clients or social work staff, the concerns are satisfactorily addressed and resolved by the attorney as determined by DCFS Office of Legal Services.
8. Attorneys are responsive to inquiries from clients, case managers and DCFS Office of Legal Services.
9. Cases with complete information are reviewed promptly and completed timely.
10. Attorneys meet the continuing requirements regarding attendance at DCFS Subsidy Review Seminars.
11. The attorney has acted professionally, within the parameters of the Illinois Rules of Professional Conduct.

Information should be submitted to the attention of Christina Schneider, DCFS Office of Legal Services, 160 N. LaSalle Street, 6th Floor, Chicago, Illinois 60601. Facsimile: 312-814-6859 Tel: 312-814-7298
Email: christina.schneider@illinois.gov

(1-17-2017)