



Vermont Supreme Court

Professional Responsibility Program

www.vermontjudiciary.org/about-vermont-judiciary/boards-and-committees/professional-responsibility

Request for Proposal from Vermont-licensed Attorneys to Serve as Special Appointed Disciplinary Counsel on a Contract Basis

Disciplinary Counsel investigates and litigates attorney violations of the Vermont Rules of Professional Conduct. The State Court Administrator seeks proposals from Vermont-licensed Attorneys to serve by special appointment to specific matters on a full or part-time schedule. Payment on hourly basis under a contract rate of \$150 per hour. Assignments anticipated to be made between June – September 2022 with possible extension. First consideration given to those who respond by Friday May 20, 2022.

Scope of assigned work may include any or all of the following tasks:

- Handling variety of Supreme Court Original Jurisdiction matters.
- Briefing and arguing matters on appeal before the Supreme Court of Vermont
- Litigating allegations of rule violations in contested hearings before hearing panels
- Charging rule violations in public matters.
- Making appropriate assessments for assigned case dispositions.
- Advancing (or closing out) cases in accordance with dispositions.
- Identifying appropriate document requests for gathering investigative information.
- Scheduling and performing investigative interviews and documenting information as appropriate.

Desired skills include:

- Courtesy, professionalism, and sound judgment.
- Ability to make difficult decisions and follow through accordingly.
- Ability to work opposite pro se litigants.
- Ability to work opposite highly skilled opposing counsel.
- Organizational skills and ability to track and maintain accurate records of work performed.
- Up-to-date litigation skills, including ability to manage hearings and present evidence using Webex and familiarity and comfort using Odyssey file and serve.
- Appellate and trial experience.
- Excellent research and writing skills.
- Understanding of the public service role and function of the special appointment.

Proposals should include specific information addressing the lawyer's/law firm's capacity to meet the above-described scope of work and skills and a statement regarding reasonably anticipated conflicts of interest relating to current public pending matters, a list of which is available at:

<https://www.vermontjudiciary.org/about-vermont-judiciary/boards-and-committees/professional-responsibility/hearing-calendar>.

Submit proposals to: **jud.jobs@vermont.gov**