



Dakota County Court Appointed Counsel – Paternity

Request for Qualifications

The First Judicial District-Dakota County District Court, in conjunction with Dakota County Administration, seeks to appoint an attorney for paternity proceedings which legally require the mandated appointment of counsel.

Preferred qualifications include:

- Two years or more of legal practice and experience in family law
- Current licensed attorney in good standing with the State of Minnesota
- Hold malpractice insurance with a minimum of \$200,000 coverage per occurrence/claim
- Court Authorization to confirm standing with Lawyers Professional Responsibility Board

The current county contract rate is \$500.00 per case assignment. Court hearings are held remotely on Monday afternoons through www.zoomgov.com, and occasionally held in-person at one of the three Dakota County Courthouses. The court time varies and is dependent on case filings but is approximately 35–45-hours per month.

Information can be located at <http://www.mncourts.gov/Find-Courts/Dakota.aspx>.

Please mail or email completed qualification and authorization form with attached resume to:

**Deb Hubley, Court Operations Manager
Dakota County District Court
1560 West Hwy 55
Hastings, MN 55033
deb.hubley@courts.state.mn.us**

Applications must be received by Monday, May 12, 2025 @ 4:30 p.m.

**FIRST JUDICIAL DISTRICT
DAKOTA COUNTY DISTRICT COURT
FAMILY DIVISION**

COURT APPOINTED ATTORNEY QUALIFICATION FORM

Attorney Name:

Name of Law Firm:

Office Address:

Office Phone Number:

Office Fax Number:

Attorney ID Number:

1. Malpractice Insurance Carrier:

Policy Number:

Limits:

2. Do you currently have 2 years of experience as a practicing attorney? ☐ Yes or ☐ No

List the dates of your legal practice in Minnesota: _____ **to** _____

3. Do you currently have experience with Paternity cases? ☐ Yes or ☐ No

If yes, please include experience in attached resume.

4. Have you previously been a Court Appointed Attorney? ☐ Yes or ☐ No

5. Briefly explain your interest and experience in the areas of family law:

6. Are you able to file documents remotely? ☐ Yes or ☐ No

7. It may be necessary for you to interview people outside of your office.

Therefore, please answer the following:

a. Are you a licensed driver in the State of Minnesota?

☐ Yes or ☐ No

b. Would you be using your own car?

☐ Yes or ☐ No

If yes, do you have liability and collision insurance for such vehicle?

☐ Yes or ☐ No

8. Are you currently under discipline, suspension and/or probation by the Minnesota Supreme Court?

☐ Yes or ☐ No

If yes, please explain:

I authorize the Office of Lawyer's Professional Responsibility to disclose my public and private disciplinary history to the Dakota County Court Administrator's Office. (NOTE: Each applicant must also complete the separate Authorization Form for the Lawyer's Professional Responsibility Board as the application is maintained by the Court).

Signature

Date

**FIRST JUDICIAL DISTRICT
DAKOTA COUNTY DISTRICT COURT
FAMILY DIVISION**

COURT APPOINTED ATTORNEY AUTHORIZATION FORM

ATTORNEY NAME:

NAME OF LAW FIRM:

OFFICE ADDRESS:

OFFICE PHONE NUMBER:

ATTORNEY ID NUMBER:

I am presently not under suspension or probation by the Minnesota Supreme Court, and I understand that I will be suspended from service in Dakota County for cause upon a finding by the First Judicial District Chief Judge. I authorize the Dakota County Court Administrator's Office to verify my disciplinary status with the appropriate boards and I authorize the Office of Lawyer's Professional Responsibility to disclose my public and private disciplinary history to the Dakota County Court Administrator's Office.

Signature

Date