



Vermont Supreme Court - Professional Responsibility Program

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

Request for Proposals: Vermont Licensed Attorneys to Serve as Hearing Panel Counsel for the Professional Responsibility Program on a contract basis.

Hearing Panel Counsel provides legal advice and support to the Professional Responsibility Program's hearing panels. The hearing panels are the Program's equivalent of the "trial courts" and preside over formal attorney disciplinary and disability proceedings. The State Court Administrator seeks proposals from Vermont-licensed attorneys to serve by special appointment to specific matters on a part-time schedule. Payment is on an hourly basis at a rate of \$200 per hour pursuant to a contract incorporating standard Judicial Branch terms and conditions. Workload varies based on case load but is anticipated to average less than one day per week. First consideration given to those who respond by June 15, 2025.

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

- Providing legal advice, support, and analysis to the Professional Responsibility Board's hearing panels in formal attorney disciplinary and disability proceedings.
- Reviewing filings, coordinating scheduling, and conferring with counsel on discovery disputes.
- Conducting legal research, drafting rulings on motions, advising panel members on evidentiary issues.
- Attending hearings, conferring with panel members, and drafting panel decisions.
- Participating in the Professional Responsibility Board's regular meetings.
- Presenting at the Professional Responsibility Program's Annual Meeting.
- Cooperating with the Court Administrator's Office, including the Program Administrator, to support good caseload management, rules compliance, and case management.
- Other tasks as may be proposed by the Professional Responsibility Board and confirmed by the State Court Administrator.

Desired skills include:

- Member in good standing of the Bar of the Vermont Supreme Court.
- Experience as a practicing attorney working in trials or contested evidentiary hearings.
- Strong legal research and writing skills.
- Familiarity with MS Office suite and commonly used office technology.
- Professionalism and courtesy.
- An ability to abide by strict confidentiality rules.

Proposals should include specific information addressing the applicant's skills and capacity to provide the scope of work in a competent and professional manner. Proposals should also include a statement regarding reasonably anticipated conflicts of interest relating to pending matters, a list of which is available at: <https://www.vermontjudiciary.org/about-vermont-judiciary/boards-and-committees/professional-responsibility/hearing-calendar>.

Please apply according to these instructions only. Please do not apply directly to any courthouses or judges. Please do not submit a form "Judicial Branch Employment Application." Materials may be addressed to Hiring Committee or Court Administrator. **Submit proposals to: jobs@vtcourts.gov**