

NOTICE TO THE BAR

DISTRICT VA (ESSEX COUNTY-NEWARK) FEE ARBITRATION COMMITTEE – SECRETARY VACANCY

The Office of Attorney Ethics (OAE) is seeking attorney applicants for the volunteer position of District Fee Arbitration Committee (DFAC) secretary for DFAC VA, which covers Essex County-Newark. The OAE Director, after consultation with the DFAC chair, appoints the secretary, pursuant to R. 1:20A-1(c), to perform the functions specified in R. 1:20A-1 to -6. The secretary must be an attorney with an office in the District and is not a member of the committee.

The District Secretary is a volunteer position that performs critical tasks attendant to the operation of the local DFAC and the attorney disciplinary system as a whole. The selected District Secretary is paid an emolument set by the Supreme Court to reimburse for costs and expenses. The secretary's duties include:

- keeping full and complete records of all DFAC proceedings;
- maintaining files (including in electronic format in the OAE database) of all fee disputes received, with such records scanned and uploaded in the OAE database on a timely basis;
- ensuring careful adherence to the Court Rules for the processing of all requests for fee arbitration;
- working with the DFAC chair and vice-chair to administer the DFAC, including by assisting in overseeing the timely

- completion of all hearings on the DFAC's docket of pending cases; and
- responding to inquiries from the OAE, the public, attorneys, courts, DFAC officers and members, and/or interested parties about the fee arbitration process.
 - The District Secretary will receive an annual award of four (4) continuing legal education credits which satisfy the professionalism/ethics requirements and an annual pro bono service "Madden" exemption.

The Judiciary is committed to maintaining an inclusive volunteer corps that reflects the [diversity](#) of the population it serves.

Any candidate who seeks to apply for the position should submit a letter of interest and a resume, to be received by **August 10, 2026**, by email to OAE.mbx@njcourts.gov, or by mail to the following address:

Director, Office of Attorney Ethics
P.O. Box 963
Trenton, NJ 08625

Questions concerning this Notice to the Bar may also be directed to the e-mail address above or to (609) 403-7800, extension 34162.

Johanna Barba Jones
Director, Office of Attorney Ethics

Dated: July 6, 2026