

NOTICE TO THE BAR

EXPRESSIONS OF INTEREST SOUGHT FROM ATTORNEYS TO SERVE AS DISTRICT FEE ARBITRATION COMMITTEE SECRETARY FOR MERCER COUNTY (DISTRICT VII)

The Office of Attorney Ethics (OAE) is seeking attorney applicants for the volunteer position of District Fee Arbitration Committee (DFAC) Secretary for DFAC VII, which covers Mercer County.

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 Rule 1:20A-1 to -6. The secretary, who is not a member of the Committee, must be an attorney with an office in the area covered by the DFAC.

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 receives 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 proceedings of that DFAC;
- maintaining files (including in electronic format in the OAE database) of all fee disputes, 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 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 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 resume/CV, to be received by July 31, 2023, to OAE.mbx@njcourts.gov, or by mail to the following address:

Director, Office of Attorney Ethics
P.O. Box 963
Trenton, NJ 08625-0963

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


Glenn A. Grant
Administrative Director of the Courts

Dated: July 10, 2023