THE JUDICIARY- STATE OF Hawaii
Notice to Attorneys
Interested in Providing Legal Counsel Services to the
Family Court of the First Circuit for Parents in the Hawai'i Revised Statutes ("HRS")
Chapter 587A Proceedings

Request for Qualifications (RFQ) No. J27222

The Judiciary, State of Hawai'i, hereby invites licensed attorneys to submit a letter of interest and statement of qualifications to provide legal services on a contract basis as the need arises for the fiscal year 2027. The objective is to provide the Judiciary with legal counsel services for indigent parties that the court deems in need of court-appointed counsel, who are involved with HRS Chapter 587A proceedings that are heard in the Family Court of the First Circuit. Attorneys will provide Legal Counsel Services for the Family Court of the First Circuit. upon execution of contract terms and continue through June 30, 2027.

Length of contract
The contract term will commence upon execution and continue through June 30, 2027. The contract may be extended for up to two additional twelve-month periods, subject to the appropriation and availability of funds, satisfactory performance by the provider, and the best interests of the Judiciary.

Compensation
Compensation shall be at the rate of Two Hundred Fifty and 00/100 Dollars ($250.00) per case per month beginning with the date of the attorney's appointment order.
Compensation shall not exceed Three Thousand, and 00/100 Dollars ($3,000.00) per case annually. Subject to the appropriation and availability of funds.

Distribution of cases
The Judiciary reserves the right to distribute case assignments based on the court's needs and does not guarantee any number of cases to attorneys. The Judiciary will make every effort to distribute cases in a manner in which all attorneys are provided opportunities based on self-imposed maximum limits, the total number of cases, and the expected number of monthly cases. Court Officers will have full discretion to distribute opportunities ad hoc to serve the court in its best interest.

Maximum number of cases
Counsel must state the maximum number of cases they are willing to accept/serve. This maximum number will be considered when evaluating the statements of qualifications and distributing cases to counsel. At any time, the counsel may request in writing to the Program Specialist or the Designee an increase or decrease in the maximum number of cases they will accept/serve.

Performance and Reporting Expectations

Attorneys contracted under this RFQ may be asked to submit a brief summary of work performed on each assigned case when submitting monthly invoices. These summaries are intended to reflect the nature of services provided during the billing period, such as court appearances, client meetings, filings, or other relevant actions.

The Judiciary reserves the right to request such summaries during the contract term to support quality assurance, program evaluation, or administrative tracking purposes. If requested, the format and content of these summaries will be provided or developed by the Judiciary and may be updated based on program needs.

Statement of qualifications

Attorneys licensed to practice Law in the State of Hawaii and interested in and capable of providing these services should email a letter of interest, together with a statement of qualifications, no later than 12:00 p.m. H.S.T. on **Tuesday, November 10, 2026**.

Submittals for this RFQ are to be directed by email only to the following person with "RFQ J27222- Statement of Qualifications" in the subject line to:

Ms. Tritia Cruz
Tritia.L.Cruz@courts.hawaii.gov

The statement of qualifications shall include:

1. The attorney's name, attorney license number, business address, telephone and fax number(s), and e-mail address.

2. Background description of the attorney, along with a statement of qualifications and experience for work as a parent's attorney in HRS Chapter 587A proceedings.

3. Description of past performance on projects of similar scope performed for both public and/or private organizations within the past five (5) years in the State of Hawai'i, including corrective actions and other responses to notices of deficiencies, if any. Include information regarding (a) sanctions imposed upon the applicant, reasons for sanctions, and a statement of whether sanctions were paid/complied with; and (b) any awards of recognition, name of the presenting organization(s), and year award given.

4. Three (3) references whom the Judiciary may freely contact.

5. Have an active attorney license and be in good standing to practice law in the State of Hawai'i.

6. Verification of completion of the Court Appointed Special Advocate (CASA) Program training or similar training approved by the Judiciary, within 90 days of contract execution.

7. Documentation to verify that the attorney has completed a minimum of twenty (20) hours of training each fiscal year in areas such as the dynamics of child abuse and neglect, child development, cultural competence, child sex abuse, sex offender treatment, family dynamics, domestic violence, and substance abuse. Include the name of the training, the date(s) the attorney attended the training, and the number of training hours each attorney received.

8. The attorney must have current compliance documents per HRS, section 103D-310, which must be submitted prior to contract execution. Alternately, attorneys are encouraged to utilize the Hawai'i Compliance Express certificate to satisfy this provision at [https://vendors.ehawaii.gov/hce/splash/welcome.html].

9. The attorney must have proof of current Professional Liability insurance (Errors and Omissions) in the minimum amount of $1,000,000 per claim and $2,000,000.00 annual aggregate at the time of contract execution.

10. The attorney shall provide consent for the Judiciary to obtain information from the Department of Human Services-Child Welfare Services, Office of Disciplinary Counsel (ODC), JIMS, Criminal Justice Informational System, National Crime Informational System, Lexis Nexis, Juvenile Statewide Informational System, and Sex Offender Registry.
A confirmed report of child abuse or neglect will disqualify an applicant from receiving a contract.

11. The maximum number of cases counsel is willing to accept and can serve in a professional manner. The maximum number of cases is negotiable, and the Judiciary reserves the right to assign cases in the best interest of the Judiciary. The recommended is a caseload of no more than 50-100 cases depending on what the attorney can handle competently.

12. The contract manager will offer qualified contracted attorneys who are capable and willing to become a mentor the opportunities to become an advisor/consultants for other attorneys interested in practicing Family Law. The establishment of a mentor program will be to sustain the future of attorneys for parents in the Child Welfare hearings.

13. The contract manager may convene attorney(s) to participate in quarterly or semiannual meetings, individually or with the group, if the attorney(s) are notified and the meeting is scheduled at least 30 days before the meeting date.

14. Any other information or materials that an individual believes would be useful and relevant in being considered to provide legal counsel services to parents in HRS Chapter 587A proceedings.

15. A qualification submittal may be rejected, in whole or in part, when in the best interest of the purchasing agency, as provided in section 3-122-97, HAR.

16. Qualified persons whose submittals are received after the deadline will be added to the list and considered for services for the balance of the contract term.

/s/ Terri Gearon

Terri Gearon
Financial Services Director
The Judiciary, State of Hawai'i