

## **NOTICE TO THE BAR**

### **EXPRESSIONS OF INTEREST SOUGHT FROM ATTORNEYS TO SERVE AS DISTRICT ETHICS COMMITTEE SECRETARY FOR ESSEX COUNTY (NEWARK) (DISTRICT VA)**

The Office of Attorney Ethics (OAE) is seeking attorney applicants for the volunteer position of District Ethics Committee (DEC) Secretary for DEC VA, which covers the City of Newark in Essex County.

The OAE Director, after consultation with the DEC chair, appoints the secretary, pursuant to R. 1:20-3(c), to perform the functions specified in R. 1:20-3. The secretary, who is not a member of the Committee, must be an attorney with an office in the area covered by the DEC.

The District Secretary is a volunteer position that performs critical tasks attendant to the operation of the local DEC 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 DEC;
- maintaining files (including in electronic format in the OAE database) of all inquiries and grievances received and investigations undertaken, 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 grievances and of docketed cases within the time goals set by the Supreme Court;
- working with the DEC chair and vice-chair to administer the DEC, by coordinating the DEC monthly meetings, and by assisting in

overseeing the timely completion of all investigations and hearings on the DEC's docket of pending cases; and

- responding to inquiries from the OAE, the public, attorneys, courts, DEC officers and members, and/or interested parties about the ethics process and attorney disciplinary system.

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](mailto: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 34117.



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Glenn A. Grant  
Administrative Director of the Courts

Dated: July 10, 2023