

**NOTICE TO ATTORNEYS INTERESTED IN PROVIDING LEGAL SERVICES  
FOR WORKERS' COMPENSATION  
TO THE JUDICIARY, STATE OF HAWAII**

**Request for Qualifications (RFQ) No. J16200**

Licensed attorneys who wish to provide legal services to the Judiciary, State of Hawaii for the fiscal year commencing July 1, 2015, are invited to submit a Statement of Qualifications and Expression of Interest to the Judiciary, State of Hawaii pursuant to Hawaii Revised Statutes §103D-304, as the need arises.

The statement must be signed and submitted pursuant to this Notice. **Attorneys from the same firm must submit separate statements.** Please submit your statement(s) to: The Judiciary, State of Hawaii; Office of the Administrative Director of the Courts; Financial Services Division; 1111 Alakea Street, 6<sup>th</sup> Floor; Honolulu, Hawaii 96813, Attention: Tritia Cruz.

Statement of Qualifications and Expression of Interest form is available at the Judiciary website (<http://www.courts.state.hi.us/>, go to: General Information, Business with the Judiciary). All statements must be made on forms obtainable at the aforesaid website.

**Your completed statements must be received by the Judiciary, State of Hawaii, Financial Services Division by or before 12:00 P.M., H.S.T., on Thursday, October 15, 2015, to be eligible for consideration for the entire fiscal year ending June 30, 2016.**

A statement received after the date and time specified above or at a location other than the location specified above will be considered a "late submittal" for the balance of the fiscal year as follows:

A late submittal received between:

October 16, 2015 – January 1, 2016

January 2, 2016 – March 13, 2016

Will be considered beginning:

February 1, 2016

April 1, 2016

Questions relating to this Request for Qualification shall be directed to Ms. Tritia Cruz, in the Contracts and Purchasing Office, at (808) 538-5805, or email [Tritia.L.Cruz@courts.hawaii.gov](mailto:Tritia.L.Cruz@courts.hawaii.gov).

/s/ Janell Kim  
Janell Kim  
Financial Services Director  
The Judiciary, State of Hawaii

JUDICIARY, STATE OF HAWAI'I  
STATEMENT OF QUALIFICATIONS AND EXPRESSIONS OF INTEREST

Please answer all questions as completely and accurately as possible. Use additional sheets, if necessary. A Statement of Qualifications may be denied consideration on the basis of incomplete and/or inaccurate answers. A law office or firm shall submit a Statement of Qualifications for **EACH** attorney who will be providing services on behalf of the Judiciary.

1. Name and Contact Information

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*Last name, first name, middle initial*

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*Other names used*

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*Business Address*

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*Business Telephone No.*

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*Fax No.*

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*Business email address*

2. Employment history from date of admission to the Hawaii State Bar or 1994 (whichever is later), to the present. Include names and addresses of places worked and dates of employment.

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3. Legal education. Include name and address of law school and dates attended.

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4. Jurisdictions admitted to practice law. Include jurisdictions and dates of admission.

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5. Has disciplinary action ever been taken against your license to practice law in the State of Hawai‘i, or any other jurisdiction in which you are licensed to practice law? If you answer “Yes,” provide a complete explanation of the complaint, findings, disciplinary action, and status.

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6. Prior experience. (a) Using your best estimate, state the total number of cases in which you have represented the employer in a workers’ compensation case. (b) Out of that total, state the number of cases in which you represented a government entity. (c) State the number of workers’ compensation cases you handled on appeal to the appellate courts.

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_

7. References. From the cases included in the response to No. 6 above, identify persons who can serve as references regarding the legal services you provided.

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8. Briefly summarize the most difficult case in which you have provided representation for an employer in a workers’ compensation case. Include information on why the case was difficult, what you did to handle the difficulty, and the outcome of the case.

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9. Fees. List all hourly fees and other fees charged for services provided, including in-court and out-of-court fees, fees charged by partners, associates, and paralegals, etc.

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10. Costs. List all costs typically charged for providing representation on behalf of the employer in a workers' compensation case.

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11. Conflicts of Interest. Are you currently representing, or have you in past represented, a party whose interest is/was adverse to the Judiciary, State of Hawai'i? If you answer "yes," identify the adverse matter and state the nature of your involvement.

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**CERTIFICATION BY APPLICANT:**

**I** hereby certify that all statements in this application, including attachments, are true and correct to the best of my knowledge as of the date of this statement.

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Signature of Applicant

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Date