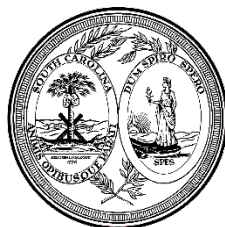


UNIFORM GUIDELINES

ELECTION OF CIRCUIT PUBLIC DEFENDER SELECTION PANELS

NOMINATION OF CIRCUIT PUBLIC DEFENDER BY SELECTION PANEL

(REVISED SEPTEMBER 17, 2021)



SCCID
SOUTH CAROLINA COMMISSION
ON INDIGENT DEFENSE

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SECTION 1

INTRODUCTION AND AUTHORITY

Section 17-3-510, of the 2007 Indigent Defense Act provides that each county must elect its representative(s) to serve on its Circuit Public Defender Selection Panel for a term of five years from the active licensed attorneys who reside within each county. Section 17-3-310(G)(7) provides, “The commission shall establish and administer the rules and procedures for selection of members to serve on the Circuit Public Defender Selection Panels, and shall establish the rules and procedures under which the selection panels shall operate.” In order to assure a fair, impartial, and objective process for the selection of each circuit public defender, the Commission on Indigent Defense has adopted the following procedures for the Election of the Circuit Public Defender Selection Panels and for the Nomination of Circuit Public Defenders.

SECTION 2

DEFINITIONS

- Applicant:** Any person who has submitted or may submit an application for the position of Circuit Public Defender.
- Election Official:** The President of the county bar association or such other person appointed by the Executive Director of the SC Commission on Indigent Defense if the county has no bar president or if the bar president is unable or unwilling to conduct the election.
- Eligible Voter/Voter:** An active member of the South Carolina Bar who resides within the county.
- Pledge:** A promise of support for or in opposition to an applicant, nominee, or potential applicant or nominee.
- Seek Pledge:** An applicant or potential applicant, or someone acting on his/her behalf and/or at the request of the applicant or potential applicant, requesting a person to contact a member or potential member of the Circuit Public Defender Selection Panel on behalf of or in opposition to a candidate or potential candidate for Circuit Public Defender.
An applicant or potential applicant acting directly or through one or more intermediary persons to contact any Selection Panel member or potential member to seek support for or opposition to any candidate or potential candidate for Circuit Public Defender.
- Offer Pledge** Any candidate or potential candidate for membership on the Selection Panel offering or expressing either directly or indirectly support for or in opposition to any applicant or potential applicant for Circuit Public Defender.
Any Selection Panel member either directly or indirectly offering or expressing support for or opposition to any applicant or potential applicant for Circuit Public Defender other than through the prescribed interview and nomination process.
- Nominee:** A person recommended to the Commission on Indigent Defense to serve as Circuit Public Defender.

SECTION 3

ELECTION OF CIRCUIT PUBLIC DEFENDER SELECTION PANELS

I. ELECTION OFFICIAL

1. The Election Official will conduct the election.

II. LIST OF ELIGIBLE VOTERS AND NOMINEES

1. The Election Official shall compile a list of eligible voters and nominees for the Selection Panel members for the county by combining the names of resident attorneys from the membership list of the county bar association and the list of attorneys by county maintained by the South Carolina Bar. The Election Official shall also include in the list any other known, active licensed attorneys in good standing living in the county.
2. The Election Official may verify the primary email addresses of the attorneys by using the Attorney Information System (AIS). The email addresses for attorneys admitted in South Carolina can be accessed utilizing the Attorney Information Search at <https://www.sccourts.org/attorneys/dspSearchAttorneys.cfm>.

III. PLEDGING PROHIBITIONS

1. No applicant or potential applicant for Circuit Public Defender may either directly or indirectly
 - A. seek the pledge of any member or potential member of a Circuit Public Defender Selection Panel;
 - B. contact any Commissioner of the South Carolina Commission on Indigent Defense regarding his or her candidacy for Circuit Public Defender.
2. No candidate or potential candidate for the Circuit Public Defender Selection Panel may offer either directly or indirectly his/her pledge to an applicant or potential applicant for the position of Circuit Public Defender.
3. No member of the Commission may pledge his or her commitment to an applicant or potential applicant at any time.

4. Members of the Bar or of the general public may communicate with members of the Circuit Public Defender Selection Panel or the Commission in support of or in opposition to an applicant for Circuit Public Defender only after the Circuit Public Defender Selection Panel has been elected.

5. If any person, including an applicant or potential applicant for the Circuit Public Defender Selection Panel or an applicant or potential applicant for Circuit Public Defender, becomes aware of any solicitation of or offer of pledges, that person has an affirmative duty to inform SCCID, through the General Counsel for SCCID, of that activity, by following the Complaint Procedures set forth in these guidelines. SCCID will address any complaints regarding the selection process in accordance with the Procedures for Complaints set forth in these Guidelines.

IV. METHODS FOR CONDUCTING ELECTION OF SELECTION PANEL MEMBERS

- A. The Election Official may decide to conduct the meeting of eligible voters for nomination and election of Selection Panel members either (1) through an in-person meeting or (2) by a virtual meeting using a suitable video conferencing platform for nominations with mail-in balloting.
- B. The election meeting may be held in conjunction with a county bar association meeting so long as (1) it is made clear that attorneys who do not reside in the county are not allowed to participate and (2) active members of the South Carolina Bar who reside in the county are allowed to attend and participate regardless of their membership in the county bar association.
- C. A representative from the SCCID must be in attendance at the election meeting to monitor the election process.
- D. The Election Official may use the provided Election Official Checklist to prepare for, conduct, and complete the election process. SEE ATTACHMENT A

1. In-Person Meeting.

a. Time and Place:

- i. If the Election Official decides to hold an in-person meeting, the meeting must be held at a reasonable time and place.

b. Notice:

- i. The Election Official must provide written or electronic notice, reasonably calculated to reach all the active licensed attorneys residing within the county at least fourteen (14) days prior to the meeting. The Election Official has the discretion to choose the method of notice that he/she deems most appropriate. Emailed notices sent to the then-current e-mail address shown in the South Carolina Judicial Branch's AIS for any attorney identified as an active licensed attorney residing within the county shall qualify as electronic notice pursuant to these guidelines. The Election Official may also advertise the notice through listservs, newsletters, social media, or any other means reasonably calculated to reach all eligible voters within the county who may not be members of the county bar association.
- ii. Notice of the meeting must contain all information contained in ATTACHMENT B. The notice may contain other information that the Election Official deems necessary and appropriate.

- iii. When sending notices, the Election Official must provide a copy of the meeting notice to the SCCID General Counsel no later than 14 days prior to the election meeting so that a representative of SCCID may attend.

c. Meeting Conduct:

- i. The Election Official shall resolve any meeting-conduct questions not covered in these guidelines using the most current edition of Robert's Rules of Order.

d. Nominations:

- i. The Election Official shall call the meeting to order and conduct the meeting as he/she would any other meeting of the bar association. At the appropriate time on the agenda, the floor shall be opened for nominations and all those qualified to vote shall have an opportunity to nominate candidates to serve on the Selection Panel. The bar secretary, or person designated by the Election Official, shall write down the names of those persons nominated in a manner so that all attendees can see the list of nominees.
- ii. Upon the close of the nomination period, the Election Official may allow acceptance by acclamation if the number of candidates equal the number of available seats for the county. Otherwise, a secret ballot vote shall be conducted as outlined below.
- iii. The Election Official shall allow the nominees to address the meeting to introduce themselves and to state their qualifications and reasons for seeking election to the Selection Panel.

e. Voting and Certification of Election:

- i. Voting shall be by secret ballot. Voters must be present to cast a ballot. No proxy voting shall be allowed.
- ii. The Ballot shall follow the format set forth in ATTACHMENT C
- iii. Before voting, all nominees, nominators, and voters must certify in writing that they meet the following eligibility requirements:
 - 1. that they reside in the county,
 - 2. that they are active licensed attorneys in good standing in South Carolina, and
 - 3. that they understand and have complied with the procedures concerning pledges as established in the selection guidelines.

- iv. Any Selection Panel nominee must further certify that he/she is not a solicitor, assistant solicitor, an employee of a solicitor's office, an employee of the South Carolina Prosecution Coordination Commission, a member of the judiciary, or a member of the Commission on Indigent Defense. The Certification of Eligibility form shall follow the format set forth in ATTACHMENT D
- v. To cast a ballot, each voter shall:
 - 1. Sign the Certification of Eligibility form and exchange the form for a Secret Ballot form.
 - 2. Cast not more than one (1) vote for each available panel seat for the county.
 - 3. Fold the completed ballot form in half and place it in a box designated by the Election Official as the ballot box.
- vi. All ballots shall be counted in an open and public procedure. The group counting the ballots must consist of at least 3 persons:
 - 1. A person to read aloud the cast vote(s) on the ballot for tallying.
 - 2. A person to verify aloud the read vote(s)
 - 3. A person to tally the votes as read and verified.
- vii. Those candidates receiving the most votes shall be elected to the available seats on the selection panel. In the event of a tie, a run-off election shall be conducted immediately in the same manner.
- viii. The Election Official shall certify the election results and shall give the completed Certification of Proper Election form to the SCCID representative attending the meeting. The Certification of Proper Election form shall follow the format set forth in ATTACHMENT E.

2. Video Conference Meeting.

a. Meeting Time and Platform:

- i. The Election Official shall set a date and time to hold a meeting using a suitable video-conferencing platform.
- ii. The Election Official, or his designee, may use his/her own video-conferencing account or contact SCCID to set up the video-conference meeting.

b. Notice of Video Meeting:

- i. The Election Official must provide notice of the video meeting, reasonably calculated to reach all known eligible voters residing within the county, at least fourteen (14) days prior to the meeting. The Election Official has the discretion to choose the method of notice that he/she deems most appropriate. Emailed notices sent to the then-current e-mail address shown in the South Carolina Judicial Branch's AIS for any attorney identified as an active licensed attorney residing within the county shall qualify as electronic notice pursuant to these guidelines. The Election Official may also advertise the advance notice through listservs, newsletters, social media, or any other means reasonably calculated to reach all eligible voters within the county who may not be members of the county bar association.
- ii. Notice of the meeting must contain all information contained in ATTACHMENT B and any other information necessary for eligible voters to join the meeting. The notice may contain other information that the Election Official deems necessary and proper.
- iii. When sending notices, the Election Official must provide a copy of the meeting notice to the SCCID General Counsel so that a representative of SCCID may attend.

c. Meeting Conduct:

- i. The Election Official shall resolve any meeting-conduct questions not covered in these guidelines using the most current edition of Robert's Rules of Order

d. Nominations:

- i. During the video meeting, at the appropriate time on the agenda, the Election Official shall open the floor for nominations.

- ii. Any person qualified to vote shall have an opportunity to nominate candidates to serve on the Selection Panel
- iii. Upon the close of the nomination period, if the number of candidates equals the number of available seats for the county, the Election Official may allow acceptance of the nominated candidates by acclamation.
- iv. If the number of candidates exceeds the number of open seats, the election shall be conducted as outlined below.
- v. During the video meeting, following the close of nominations, the Election Official shall allow the nominees to address the meeting to introduce themselves and to state their qualifications and reasons for seeking election to the Selection Panel.

e. Voting and Certification:

- i. If more candidates are nominated for the county's panel seats than the number of seats available, voting shall be conducted by mail-in secret ballot. The Election Official shall email a ballot to each eligible voter who attended the video meeting within 24 hours of the end of the video meeting, using the same email address used to send the Notice of Video Meeting. If that email address is not valid, the voter may specify another address to be used. The Ballot shall follow the format set forth in ATTACHMENT C.
- ii. To cast a ballot, each voter shall:
 - 1. Sign the Certification of Eligibility form.
 - 2. Cast not more than one (1) vote for each available panel seat for the county.
 - 3. Place the completed ballot form and the Voter Certification form in a sealed envelope and mail it to the address provided by the Election Official.
- iii. All mail-in ballots must be postmarked no later than the third (3rd) business day after the ballot form is emailed to the voters. The email with the ballot form must provide the date by which the mail-in ballot must be postmarked to be counted in the vote tally.
- iv. Each eligible voter shall be entitled to cast one vote for each open panel seat available to that county.
- v. The counting of the votes shall take place no earlier than the tenth (10th) day after the postmark deadline. None of the envelopes shall be opened until the group counting the ballots is assembled to begin counting the ballots. In the event an envelope is opened prior to the group assembling,

that envelope shall be sequestered from the others until the Commission validates the ballot, if necessary. The Election Official must notify the SCCID General Counsel of the date/time/location for the counting of the ballots so that a representative of SCCID may attend to witness the counting.

- vi. The group counting the ballots must consist of at least 4 persons:
 - 1. The Election Official, or his designee to open the envelopes and verify the Voter Certification forms.
 - 2. A person to read aloud the cast vote(s) on the ballot for tallying.
 - 3. A person to verify aloud the read vote(s)
 - 4. A person to tally the votes as read and verified.

- vii. To count the ballots, the Election Official should call the meeting to order. The Election Official shall open each envelope, confirm that it contains both a certification form and a ballot form, verify that the certification form is completed, and then to separate the ballot and certification form into different stacks to preserve the anonymity of the ballots,. Any questionable forms or envelopes beyond the postmark date should be set aside to be resolved after all the remaining ballots have been certified. Prior to tallying the certified ballots, the Election Official shall determine whether any questionable ballots should be certified or not without looking at the ballot's votes. Once the ballots have been certified, one of the group members shall read aloud the vote(s) on the ballot one at a time and then pass the ballot to the group member responsible for verifying the vote. The verifying group member should also read aloud the vote(s) on the ballot one at a time. The tallying group member should record the verified vote(s).

- viii. Those candidates receiving the most votes shall be elected to the available seats on the selection panel. *For example, if there are 2 seats available, the two candidates with the most votes shall be elected.* In the event of a tie, a run-off election shall be conducted in the same manner.

- ix. The Election Official shall certify the election results and shall give the completed Certification of Proper Election form to the SCCID representative in attendance at the counting of the ballots. The Certification of Proper Election form shall follow the format set forth in ATTACHMENT E

SECTION 4

NOMINATION OF A CIRCUIT PUBLIC DEFENDER

I. Responsibilities of the Circuit Public Defender Selection Panel

1. Pursuant to SC Code Ann. Section 17-3-510, each Circuit Public Defender Selection Panel is responsible for nominating a person to serve as the Circuit Public Defender for their circuit.
2. Each member of a Selection Panel, before assuming his or her duties thereon, shall execute the attached Oath and immediately return it by regular mail to SCCID to the attention of the General Counsel (P.O. Box 11433, Columbia, SC 29211):. SEE ATTACHMENT F
3. The Circuit Public Defender Selection Panel shall:
 - i. Elect a chairman and a secretary of the Selection Panel and transmit by regular Mail, electronic mail, or fax their names along with mailing and email addresses to SCCID General Counsel.
 - ii. Follow Robert's Rules of Order in conducting all meetings of the panel, including and in the selection of the panel's nominee.
 - iii. Upon receipt of the qualified applications from SCCID, interview all applicants. The Panel may also check references and take such steps as they feel are necessary to insure the most qualified candidate is nominated to the position of Circuit Public Defender.
 - iv. By a majority vote of its membership, select the Circuit Public Defender nominee within 30 days of receiving the applications from SCCID. Any extension of time may be granted only by the Executive Director of SCCID for good cause.
 - v. Forward to the SCCID Executive Director the completed Nomination of Circuit Public Defender form. The Selection Panel shall also forward to the SCCID all relevant materials used in the selection and a certification signed by all members of the panel (see attached form) that the nomination process was properly conducted in a fair, impartial and objective manner. The Nomination of Circuit Public Defender form shall follow the format set forth in ATTACHMENT G.

II. Responsibilities of SCCID

1. SCCID will draft a standardized job description to be used in all advertisements for the Circuit Public Defender position.
2. SCCID will post the position in the manner required for state job openings and will advertise the position in a manner reasonably calculated to alert interested candidates.
4. The position advertisement shall provide that applications must be submitted online through the state's job application website.
5. The position advertisement shall provide that the time period for receiving applications will not be less than twenty (20) days from the date of the initial posting.
6. SCCID will review the applications to ensure that all applicants meet the statutory qualifications for the position and request a SLED criminal background check for each applicant.
7. Upon completion of the review process, the applications of all qualified applicants will be forwarded by SCCID to the Chairman of the Selection panel.
8. If the Commission rejects a nominee, SCCID will repost and advertise the position as outlined above.
9. At the next scheduled Commission meeting after receipt of a nomination, or at another time established by the Commission Chair, the Commission shall consider the nomination of the Selection Panel and accept or reject the nominee by majority vote. ~~but~~ The Commission may interview any nominee and consider any materials used in the selection process by the Selection Panel. If the Commission rejects the nominee, the Commission may not substitute the name of another person (S.C. Code Ann. § 17-3-510(C)).
10. SCCID shall notify the nominee and the Selection Panel chairman of the Commission's vote on the nomination.
11. If the Commission accepts the nominee, the nominee shall execute the Oath of Office for State Officers before assuming office. SCCID shall file the signed oath with the Office of the Secretary of State.

SECTION 5

PROCEDURES FOR COMPLAINTS RELATED TO THE ELECTION OF CIRCUIT PUBLIC DEFENDER SELECTION PANELS AND/OR THE SELECTION OF CIRCUIT PUBLIC DEFENDER NOMINEES

1. Complaints regarding alleged improper acts or omissions in the election of members to a Circuit Public Defender Selection Panel or in the selection of a Circuit Public Defender nominee by a Selection Panel must be made in writing and submitted to the General Counsel for SCCID within ten (10) days of discovery of any alleged improper activity. Complaints will remain confidential between the complainant, SCCID General Counsel, and the SCCID Executive Director pending presentment to the Commission.
2. The complaint must state specific facts supporting each and every claim of impropriety.
3. The complaint must state the name, address, and telephone number of every witness the complainant knows who has information concerning the facts of the matter.
4. The Commission has the authority to request that the general counsel interview all material witnesses. Witnesses may be asked to appear before the Commission; however, witnesses who are not also the complainant cannot be compelled to appear.
5. The Commission will take such action as it deems appropriate after review of the complaint.
6. If requested, complainant shall appear before the Commission and be prepared to answer questions concerning any allegations. For purposes of this section, "complainant" includes any witness acting as complainant.
7. The complainant shall not address or cause any third party to address the complaint or any issues contained therein with individual members of the Commission. Any correspondence and communication shall be through the General Counsel of SCCID, at P.O. Box 11433, Columbia, SC 29211 (803) 734-1338.

APPENDIX
OF
FORMS

ATTACHMENT A

ELECTION OFFICIAL CHECKLIST
Elections for Circuit Defender Selection Panel Members

_____ **Review and be familiar with Guidelines**

- Uniform Guidelines for the Selection of Circuit Public Defender Selection Panels (see exhibit A)
- Any other applicable guidelines in effect due to emergency or other situations.

_____ **Update List of County Attorneys**

- Compile a master list of eligible voters for the county by combining the county bar association's membership list, the by-county list of attorneys maintained by the SC Bar, and any other active, licensed attorneys in good standing known by the Election Official to be living in the county.
- Verify E-Mail addresses on the AIS (Attorney Information System) on the SC Judicial website as needed
- Only active members of the SC Bar who reside in the county may participate in the nomination meeting and in the election of selection panel members. Attorney does not have to be a member of the county bar association to participate.

_____ **Select Election Method**

- Consider the safety and welfare of meeting attendees and any applicable health guidelines
- Consider factors that may be unique to your county

_____ **Send Notice of Meeting**

- Send meeting notice to list of attorneys in the county pursuant to the Guidelines.
- May also advertise the notice through listservs, newsletters, social media, courthouse postings, and other means which may reasonably reach eligible voters.

_____ **Notify SCCID of Meeting Date/Time/Location**

_____ **Secure Voter Certification Form** from every voter.

Mail-in votes will not be counted without the certification form.

_____ **Count Ballots**

- A member of SCCID staff must be present for the ballot count.
- Mail-in ballots must remain sealed. They will be opened and counted on a date and time set to count the ballots.

_____ **Certify Election**

- Complete Certification of Proper Election form after ballots counted
- Give certification form to SCCID staffer present for the ballot count.

ATTACHMENT B

**NOTICE OF MEETING
to Nominate and Elect Circuit Defender
Selection Panel Members**

The South Carolina Legislature passed South Carolina Code § 17-3-5 which created a statewide Circuit Public Defender system. The Circuit Public Defender nominee is selected by a Circuit Public Defender Selection Panel, composed of attorneys residing in the counties in the circuit. Our county bar must nominate and elect _____ members for that panel.

In order to nominate someone to serve and to vote for the panel members, you must (1) reside in this county, (2) be an active licensed attorney in South Carolina and (3) comply with the prohibitions concerning pledges. You cannot be nominated to serve on the panel if you are a solicitor, assistant solicitor, an employee of a solicitor's office, an employee of the South Carolina Prosecution Coordination Commission, a member of the judiciary or a member of the Commission on Indigent Defense. Each voter shall be entitled to vote for as many candidates as there are open seats available for that county.

A meeting will be held to accept nominations and hold the elections on

Date: _____

Time: _____ a.m. p.m.

Format: Live Meeting Video Meeting*

**Location/
Platform:** _____

**For Video
Meeting:** Meeting ID Number: _____ Meeting Password: _____

*Please install any app/software necessary to attend meeting in advance.
Please check the meeting platform website for instructions for the computer or device that you will use to attend.

Signature

Date

Printed Name

County Bar President SCCID Designee

ATTACHMENT C

**SECRET BALLOT
for
Selection of Circuit Public Defender Selection Panel Members**

The Election Official shall announce the names of the nominees at the close of nominations and prior to the receipt of these ballots.

VOTING INSTRUCTIONS

You may vote for as many nominees as open Selection Panel positions are available for your county. If you vote for more nominees than positions are available, your ballot will be ruled invalid and not considered.

VOTING METHOD

- For In-Person Meeting: Print the names of your choice(s) in the blanks below.
- For Video Meeting with Mail-in Certification and Ballot: Circle the names of your choice(s) below. (For this method, the Election Official should replace the blanks on the form with the names of the nominees before emailing the form to voters.)

1. _____

2. _____

3. _____

4. _____

5. _____

MAIL-IN BALLOT INSTRUCTIONS:

VOTING DEADLINE: YOUR BALLOT MUST BE POSTMARKED NO LATER THAN 3 BUSINESS DAYS AFTER IT WAS EMAILED TO YOU.

1. Complete your Ballot Form and seal it alone in a plain envelope.
2. Complete your Voter/Nominee Certification Form.
3. Place the Certification Form AND the Ballot Envelope in another envelope addressed to the Election Official at the address provided.
4. Make sure to affix sufficient postage. **Late ballots will not be considered.**

ATTACHMENT D

**Certification of Eligibility
to Vote and/or to be Nominated to Serve
on the Circuit Public Defender Selection Panel**

I hereby certify that:

1. I am an active licensed attorney residing in _____ County, SC.
2. I am eligible to participate in the Selection-Panel nomination process and to vote for Selection Panel members.
3. I attended the Selection Panel Member Nomination Meeting held Live/ via Video Meeting.
4. You Must Select One of the Following:
 - a. I am eligible to serve on my county's Circuit Public Defender Selection Panel.
 - b. I am not eligible to be nominated to or to serve on the Selection Panel.

Reason for disqualification: I am

 - a solicitor, assistant solicitor, an employee of a solicitor's office,
 - an employee of the South Carolina Prosecution Coordination Commission
 - a member of the judiciary
 - a member of the South Carolina Commission on Indigent Defense
5. I have complied with the prohibitions concerning pledges as established in the selection guidelines.

Signature

SC Bar Number

Date

Printed Name

ATTACHMENT F

Oath of Public Defender Selection Panel Members

As a member of the Judicial Circuit Public Defender Selection Panel, I hereby swear of affirm that I am not pledged to vote for or against any applicant or potential applicant, and that I will not do so throughout my term as a panel member; that I will comply with the Uniform Guidelines and Procedures for Nomination of Circuit Public Defenders; and that in all deliberations I will execute my duties fairly, impartially and objectively to insure the nomination of the most qualified applicant.

Signature

SC Bar Number

SWORN TO BEFORE me this _____ day of

_____, 202____

Notary Public for South Carolina

My commission expires: _____

***Each member of a Selection Panel, before assuming his or her duties thereon,
shall execute the above Oath and immediately return it by regular mail to:
General Counsel
SCCID
P.O. Box 11433
Columbia, SC 29211***

ATTACHMENT G

Nomination of Circuit Public Defender

The _____th Circuit Public Defender Selection Panel, by a majority vote of its membership, hereby nominates _____ to serve as the Circuit Public Defender. This Panel certifies that the Selection Panel has at all times followed the Uniform Guidelines for the Selection of Circuit Public Defender Selection Panels and the Uniform Guidelines for Nomination of a Circuit Public Defender by a Selection Panel.

Date

Signature (Chairperson)

Bar Number

Signature (Secretary)

Bar Number

Signature

Bar Number

Signature

Bar Number

Signature

Bar Number

Signature

Bar Number

Signature

Bar Number

Signature

Bar Number

Signature

Bar Number

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Bar Number

Signature

Bar Number