

CJA PANEL APPLICATION

Attorneys of all experience levels who are enthusiastic and committed to providing high quality representation in connection with this important work are encouraged to apply. Each applicant must answer all questions on this application or note specifically if a question is not applicable. **Each question must appear before the answer, and all applications must be typewritten.** Certificates Concerning Discipline from the Office of Bar Counsel of the District of Columbia, and equivalent documents from all other jurisdictions where you are now or previously have been admitted to the Bar, and certification that D.C. Bar dues have been paid currently should be included with the application.

Filing Instructions:

(1) **Your application must be sent by email as an attachment in Word or PDF format to applicant@dsc.gov. In the subject line of the email list the following: Last name of applicant, first name, middle initial; and**

(2) **One hard copy with all supporting documentation must be submitted c/o Judge Juliet McKenna, Room 2620, Superior Court, 500 Indiana Avenue, N.W., Washington, D.C. 20001 (202-879-0422).**

(3) **NOTE THIS NEW REQUIREMENT: Both the e-mailed application and the hard copy must include a passport-style photograph of the applicant on the front page of the application.**

Applicants must submit both the e-mailed application and hard copy application with supporting documentation. Incomplete applications will not be considered. No notice will be provided to the applicant concerning failure to complete the application or to submit the required documentation.

1. Full name (include any former names used), D.C. Bar number and e-mail address.

ANSWER:

If you are pending Bar Examination results or decision on your application for admission by waiver, please indicate the date of the Bar Examination or date of your application for admission by waiver. (Note: An applicant must be a sworn member of the D.C. Bar to be considered for appointment to the Panel).

ANSWER:

2. If you are a member of any panel for the Superior Court (CJA (Provisional or Full Member), GAL, CCAN, Juvenile, Mental Health, Special Education Advocate), please state the panel(s) of which you are a member and the date of admission. In addition, if you have previously applied for the CJA or any other panel of attorneys (GAL, CCAN, Juvenile, Mental Health, Special Education Advocate) and were not accepted, or were appointed as a Provisional Member but did not become a Full Member state the year(s) of all of your previous application(s). Also, please describe any additional actions you have undertaken since you were not accepted to a panel that you wish the committee to consider.

ANSWER:

3. Office and home addresses, telephone and fax numbers:

ANSWER:

- a. If your office is not in the District of Columbia, state (i) how far it is from the Superior Court of the District of Columbia, (ii) explain where you would meet your clients to discuss their cases.

ANSWER:

- b. For all applicants, describe (i) your system for receiving messages from clients, (ii) your arrangements for coverage of your cases when you are on vacation or otherwise absent, including the names and contact information of attorneys who have agreed to stand in for you, and (iii) your support staff, if any.

ANSWER:

4. State what percentage of your practice will be dedicated to representation in appointed cases:

ANSWER:

5. List in reverse chronological order (most recent first) each law school and college you attended, including dates of attendance and the degrees awarded, and describe any honors you received or significant activities, or work, in which you were involved.

ANSWER:

6. Describe in reverse chronological order (most recent first) your entire work history since you graduated from law school and any other work experience you believe to be relevant.

ANSWER:

7. List all courts in which you have been admitted to practice and the date of your admission. All applicants must provide Certificates Concerning Discipline from the Office of Bar Counsel of the District of Columbia and certification that D.C. Bar dues have been paid. New applicants must also provide equivalent documents from all other jurisdictions where you are now or previously have been admitted to the Bar.

ANSWER:

8. List the continuing legal education programs that you have attended within the last five (5) years that were related to criminal law, criminal procedure, trial practice, evidence, prisoners' rights, or constitutional law, or any clinical training that you have had during the last five years.

ANSWER:

9. Summarize your litigation and courtroom experience in the Superior Court, including an estimate of the number of criminal cases and jury trials in which you have been trial counsel; whether you have been lead counsel or second chair; and the number of times you have allowed Provisional Members to be second chairs in your trials.

ANSWER:

10. Summarize any litigation and court experience in any other court, including an estimate of the number of criminal cases and jury trials in which you have been trial counsel.

ANSWER:

11. Describe the five most significant cases, criminal or civil, in which you have served as counsel. For each of those matters, provide (a) the case name, (b) the case number, (c) the court where the case was heard, (d) the name of the judge who presided over the case, (e) your role in the trial and the client whom you represented (e.g. lead counsel for the defendant) and (f) a description of the legal or factual issues involved or why the case is significant.

ANSWER:

12. List up to five D.C. Superior Court judicial officers or other references, including other judicial officers, who have the most information about your qualifications to serve on the Panel. If you believe the judicial officer's knowledge is based primarily on a case(s) in which you appeared, please identify the case or cases. If the judicial officer's or reference's knowledge about your qualifications is not

related to a case, please provide the basis for the knowledge about your qualifications. (Note: any reference listed or other persons with relevant knowledge of the applicant's qualifications who come to the attention of either Committee may be contacted. Please provide telephone numbers for all references who are not D.C. Superior Court judicial officers.)

ANSWER:

13. Are you interested in being considered as a provisional member of the CJA Panel? (Being a provisional member of the CJA Panel would mean you would receive only appointments to misdemeanor cases until such time as the CJA Panel Committee determines you are qualified to receive appointments to felony cases. As with CJA Panel members, the Committee may determine at any time that a Provisional Member should receive no further appointments.)

ANSWER:

14. Since your admission to the Bar, have you ever: (a) been convicted of a crime a potential sentence of 180 days or more in prison; (b) been sued by a client or been a party or otherwise involved in any other legal proceedings; (c) as a result of a motion filed in a criminal case, been found by a judge to have rendered ineffective assistance of counsel to a defendant; (d) been the subject of a formal or informal complaint to any court, administrative agency, bar association or disciplinary committee, or other professional group in the District of Columbia or elsewhere? If so please describe the circumstances and any results.

ANSWER:

15. Please specify any languages other than English in which you are fluent.

ANSWER:

16. Pursuant to Superior Court Administrative Orders, attorneys selected to represent indigent clients on the CJA Panel are expected to timely satisfy their continuing legal education requirements on an annual basis as set forth by the Chief Judge, and failure to do so results in removal from the Panel. Are you willing to satisfy all CLE requirements in order to maintain your status on the Panel?

ANSWER:

17. Pursuant to Administrative Orders, the Court sets an annual cap for attorney compensation for all appointed representation. Do you agree to comply with this Order and any subsequent Order setting the annual cap for compensation, and do you understand that violation of any such Order may result in your removal from the CJA panel?

ANSWER:

18. As a member of the Panel you will be expected to provide representation to persons charged in traffic and District of Columbia prosecuted cases. Do you agree to make yourself available for appointment to traffic and District of Columbia prosecuted cases and to provide representation in all traffic and District of Columbia cases to which you are appointed?

ANSWER:

19. As a member of the Panel you will be expected to make yourself available for appointment on Saturdays and holidays. Do you agree to make yourself available on Saturdays and holidays when the Court's arraignment court is making assignments?

ANSWER:

20. If you are currently employed at another position and if you are accepted to the Panel, please describe the process you will undertake to make yourself available for CJA appointments and when you would expect to be able to accept such appointments.

ANSWER:

21. List and describe any attachments to the application, including Bar certificates. For each, state whether the attachments have been filed electronically with the e-mailed application.

ANSWER:

I declare under penalty of perjury under the laws of the United States that the answers that are provided in the CJA Panel Application are true and accurate to the best of my knowledge and belief. Further, I certify that I am a member in good standing of the District of Columbia Bar.

Date

Signature