

CJA INVESTIGATOR APPLICATION

CRIMINAL JUSTICE ACT PANEL INVESTIGATOR APPLICATION SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Updated [January 30, 2024]

Every investigator requesting to be considered for inclusion as a member of the Criminal Justice Act [“CJA”] Investigator Panel must complete this application. Investigators of all experience levels who are enthusiastic and committed to providing high-quality representation in connection with this vital work are encouraged to apply. You 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.** You must include with this application proof of submission to the Federal Bureau of Investigation (FBI) for a request for a background check (proof may consist of electronic submission receipt, certified mail receipt, etc.), along with other supporting documentation. The results of FBI background checks may take up to 12 weeks. However, if you want an expedited service for the FBI background check, please visit the FBI’s website for a list of companies approved to submit fingerprint information electronically to the FBI’s CJIS Division responsible for conducting the records check. You can find the list of companies at the FBI’s website page: <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks/list-of-fbi-approved-channelers-for-departmental-order-submissions>. The companies charge a fee, require an in-person appointment and will use Livescan for sending the fingerprints electronically to the FBI’s CJIS Division.

Filing Instructions:

(1) Mail or hand-deliver one hard copy of the application with all supporting documentation to the following address:

Attn: Demitrious Brown
Defender Services Branch,
D.C. Courts Budget and Finance Division
700 6th Street N.W., 12th Floor
Washington, D.C. 20001

*Hand-delivery schedule: Tuesdays through Thursdays, 9:30 a.m. to 3:30 p.m.

(2) You must also email your application as a PDF attachment to IAC@dccsystem.gov.

**** DO NOT EMAIL SUPPORTING DOCUMENTATION SUCH AS A DRIVER'S LICENSE. Be sure to include your full name in the email's subject line and indicate whether the supporting documentation will be mailed or hand-delivered to the above-referenced address.**

(3) Both the e-mailed application (without supporting documents) and the hard copy (with supporting documents) must include a passport-style photograph of the applicant on the front page of the application.

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.

ATTACH PHOTO HERE



GENERAL INFORMATION:

1. FULL NAME: (Last, First, Middle Initial)	2. PLACE AND DATE OF BIRTH
3. PRIMARY ADDRESS/RESIDENCE:	4. PHONE NUMBERS: PRIMARY CONTACT NUMBER: BUSINESS: CELL/MOBILE: HOME:
5. PRIMARY EMAIL ADDRESS:	6. ALTERNATIVE EMAIL ADDRESS:

INVESTIGATIVE EXPERIENCE:

7. Are you a current member of the investigator panel for the D.C. Superior Court?

Answer:

8. Have you previously applied to the CJA Investigator Panel for the D.C. Superior Court, or any other CJA investigator panel in any jurisdiction, and were not accepted?

Answer:

- a. Please describe any additional actions you have undertaken since you were not accepted to a panel that you wish the court to consider.

Answer:

9. Are you currently engaged as an investigator? Yes No (please select one).

- a. How long have you been practicing as an investigator?

- b. In which jurisdictions do you practice as an investigator?

- c. Is your investigative practice full or part-time?

- d. Indicate by selecting the following types of cases that you actively investigated:

Misdemeanor

Low-level Felony (e.g., Assault with a Dangerous Weapon, Assault on a Police Officer, Carrying a Pistol Without a License, Drug Distribution, and Possession with the Intent to Distribute)

Serious Felony (e.g., Murder, Assault with Intent to Kill, and First-Degree or Second-Degree Sexual Abuse or Child Sexual Abuse)

Juvenile

Domestic Violence

Sentencing Mitigation

CCAN

- e. List the contact information for up to five attorneys for whom you have completed an investigation:

1. Name:

Contact Information:

2. Name:

Contact Information:

3. Name:
Contact Information:

4. Name:
Contact Information:

5. Name:
Contact Information:

10. If you answered NO to question #9, have you *previously* worked as an investigator during the last four years? Yes No (please select one).

a. How long were you employed as an investigator?

b. In which jurisdictions did you practice as an investigator?

c. Was your investigative practice full or part-time?

d. Indicate by selecting the following types of cases that you actively investigated.

Misdemeanor

Low-level Felony (e.g., Assault with a Dangerous Weapon, Assault on a Police Officer, Carrying a Pistol Without a License, Drug Distribution, and Possession with the Intent to Distribute)

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e. List the contact information for up to five attorneys for whom you have completed an investigation:

1. Name:
Contact Information:

2. Name:
Contact Information:

3. Name:
Contact Information:

4. Name:
Contact Information:

5. Name:
Contact Information:

11. Have you testified in court as an investigator? Please indicate how many times? Please list all courts, case name, and docket number where you have testified as an investigator.

Answer:

12. Have you ever taken a written statement from a witness? Please indicate how many times and the type of case (e.g., felony, misdemeanor, juvenile, mitigation, etc.).

Answer:

HIGHLY DESIRABLE QUALIFICATIONS:

13. Do you speak and write Spanish? Describe your skill level by indicating one of the of the following: Basic, Conversational, Fully Fluent, Native, Proficient. Note that your language skill level may be tested through the interview process and with a writing exercise.

Answer:

14. Please list any language *other* than Spanish or English that you speak and write. Describe your skill level in the language by indicating one of the of the following: Basic, Conversational, Fully Fluent, Native, Proficient. Note that your language skill level may be tested through an interview process and with a writing exercise.

Answer:

15. Please indicate if you agree to take a proficiency test in the designated language if selected as an investigator.

Answer:

16. During the past four years, list any training and/or internship experience in **criminal defense investigations**. Please indicate the date of the training, substance, length, and sponsor.

Answer:

17. During the past four years, list any training and/or experience in **criminal defense mitigation**. Please indicate the date of the training, substance, length, and sponsor.

Answer:

18. Please list any other continuing education training courses you have taken and consider relevant to investigative practice. Please indicate the date of the training, substance, length, and sponsor.

Answer:

19. List or describe your experience and training in computing skills and proficiency in Adobe Acrobat Pro (PDF), Criminal Justice Database usage, researching Social Media content, criminal defense related data input/analysis and/or other related proprietary software.

Answer:

20. List or describe your experience in organizing for and/or serving the homeless, incarcerated, underserved and/or immigrant communities.

Answer:

21. What is your highest degree of education? Please indicate High School Diploma/GED, College Degree or Other (explain).

Answer:

22. Provide three work-related or academic references. Please include the reference's name, title, telephone number, agency/company name and address, and your relationship with each particular reference. You will not be notified before your references are contacted.

Reference #1:

Reference #2:

Reference #3:

23. Please answer the following hypothetical case with a 250-to-500-word limit on your response:

Your attorney's client is charged with robbery and assault with a dangerous weapon that arose from a shooting incident at a liquor store on 8th and Pennsylvania, S.E., approximately one week ago. After reviewing the discovery and discussing the case with your attorney, you learn that the complainant was injured and transported to a local hospital but subsequently released the following day. The complaining witness's name is John Doe, and your attorney believes he lives in Southeast Washington. The client is detained at the D.C. Jail pending trial. Your attorney provides you with an investigative memo with some investigative tasks but indicates that the defense theory is still being explored. Please discuss the investigative steps you would take to assist the attorney with exploring a defense theory.

Answer:

BACKGROUND INFORMATION:

24. During the last 10 years, have you been convicted, imprisoned, on probation, or on parole or supervised release in the United States? (Include felonies, firearms or explosives violations, misdemeanors, and all other offenses). If yes, please attach an explanation to this application.	YES	NO
25. Are you currently under investigation by any law enforcement agency, or do you have any pending criminal cases in the United States? If yes, please attach an explanation to this application.	YES	NO
26. Have you ever retired from the Federal or District of Columbia governments on disability? If so, indicate which government and the date of retirement:	YES	NO

DOCUMENTATION - Please attach the following to this application:

- 27. A copy of your valid driver’s license, state identification card or other proof of identity. A District of Columbia Metropolitan Police Department (MPD) “Police Clearance.” A police clearance may be obtained from MPD at 300 Indiana Avenue, NW, Room 3055, Washington, DC. Please be advised that any conviction(s) and/or arrest(s) reflected on this preliminary background check may be sufficient to disqualify an applicant from consideration.
- 28. Proof of submission to the Federal Bureau of Investigation (FBI) a request for background check (proof may consist of electronic submission receipt, certified mail receipt, etc.). Results from the FBI background checks may take up to 12 weeks if the request is submitted to the FBI by certified mail. To expedite a request, please see the FBI website for approved companies who will submit the request on your behalf through Livescan technology. Additional fees are required.
- 29. A copy of your High School Diploma, or proof of a GED, or a statement that you are applying as an otherwise qualified candidate based on past work experience as an investigator.
- 30. A copy of your resume.

CERTIFICATION:

I certify, to the best of my knowledge and belief, that all of the information in this application, including the attached materials and any other materials that I have submitted for the position for which I am applying, is true, correct, and complete, and that the application is made in good faith. I understand that a false or fraudulent answer to any question on any part of this declaration or its attachments, or any other papers submitted, may be grounds for disqualification for certification. I understand that any information I give may be investigated for purposes for determining eligibility.

- Do you consent to the release of information about your ability and fitness pursuant to the Guidelines for Investigators in the Superior Court for the District of Columbia (“DCSC’s Investigator Guidelines”)? Yes No (select one).
- Do you agree that if selected to the CJA/CCAN Investigator Panel you are committed to being assigned to at least 4 cases per year? Yes No (select one).
- Do you acknowledge reading the DCSC’s Investigator Guidelines, and agree to abide by its terms? Yes No (select one).

Applicant's Signature:

Date: