

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 07-12**

**(Opening Of CJA U.S. and D.C. Panels)**

**WHEREAS**, by Administrative Order 00-26 issued on July 17, 2000, a panel of attorneys was established from which appointments have since been made for criminal cases prosecuted by the United States and the District of Columbia where a defendant has been found eligible for the appointment of counsel under the Criminal Justice Act (CJA) of the D.C. Official Code, Section 11-2601 to 2609 (2001);

**WHEREAS**, since the establishment of the U.S. and D.C. Panels, some members of the panel have, for various reasons, become unavailable to accept such appointments and there is a need to supplement the panel with other well-qualified attorneys; and

**WHEREAS**, it is in the best interest of the administration of justice for qualified attorneys to be added to the U.S. and D.C. Panels;

**NOW, THEREFORE**, it is, by the Court,

**ORDERED**, that, as announced by the CJA Panel Implementation Committee this date, the U.S. and D.C. Panels are hereby opened for inclusion of additional qualified attorneys; and it is further

**ORDERED**, that the CJA Panel Implementation Committee shall receive applications (copy of form attached) for appointment to the U.S. and D.C. Panels, shall consider the applications submitted and, after receipt of any comments by the CJA Panel Advisory Committee, shall recommend to the Chief Judge such applicants as it deems well-qualified in numbers sufficient to meet the needs of indigent defendants appearing before the Court; and it is further

**ORDERED**, that the CJA Panel Implementation Committee may also recommend attorneys with excellent credentials but less Superior Court experience who have applied for either the U.S. or D.C. Panel if:

1. They have previously demonstrated an interest in representing indigent defendants;
2. They are willing to serve as provisional members of the U.S. Panel appointed solely to misdemeanor cases until such time as the CJA Panel Committee determines that they are qualified for appointment to felony cases; and
3. They accept that, as with the current U.S. and D.C. Panel attorneys, at any time the Committee may determine that they should receive no further appointments;

and it is further

**ORDERED**, that to be considered for appointment to the U.S. and D.C. Panels, attorneys must submit the following to the CJA Panel Implementation Committee:

1. Copies of an application formulated by the Committee as may be directed by it;
2. A Certificate Concerning Discipline issued by the office of Bar Counsel of the District of Columbia, or its equivalent from each jurisdiction where the applicant has ever been admitted to the Bar;
2. Certification that payment of the applicant's D.C. Bar dues is up-to-date; and
3. For those applicants who were first admitted to the D.C. Bar after January 1, 2004, a copy of the applicant's official law school transcript;

and it is further

**ORDERED**, that no attorney will be considered for the U.S. or D.C. Panels unless he or she has the following qualifications:

1. Membership in good standing in the D.C. Bar;
2. An office within the metropolitan D.C. area;
3. A commitment to complete eight hours of mandatory CLE each year and to comply with Superior Court Administrative Order 02-33 pertaining to CLE requirements.
4. A commitment to comply with Administrative Order 4-29 setting an annual cap for attorney compensation for appointed representation.

And it is further

**ORDERED**, that in order to be considered applications and all supporting documents must be submitted on or before 4:00 p.m. on July 23, 2007, in accordance with the instructions contained in the Application.

**SO ORDERED.**

**May 14, 2007**

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/s/  
Rufus G. King, III, Chief Judge

Copies to:

**All Judges and Magistrate Judges  
Division Directors  
Attorney Advisor  
Public Defender Service  
District of Columbia Bar**

**Executive Officer  
CJA Office  
Law Librarian  
Gideon Website**

**Clerk of the Court  
CCAN Office  
Daily Washington Law Reporter  
United States Attorney's Office**

# 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. 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) completed applications must be sent as an attachment in Word Document by e-mail to [applicant@dcsc.gov](mailto:applicant@dcsc.gov) and (2) one hard copy with all supporting documentation must be submitted c/o Judge Robert Morin, Room 3540, Superior Court, 500 Indiana Avenue, N.W., Washington, D.C. 20001 (202-879-1550). Applicants must submit both the e-mailed application and hard copy application with supporting documentation. All applications and supporting documentation must be e-mailed and received on or before 4:00 p.m. on July 23, 2007. 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:**

- (a) 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.

**ANSWER:**

2. Please mark "X" to all panels to which you are applying:
  - a. United States Panel: (mark "X" if applying to this panel);
  - b. District of Columbia Panel: (mark "X" if applying to this panel)
3. If you are a member of any panel for the Superior Court (CJA D.C., 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 U.S., the CJA D.C., or any other panel of attorneys

(GAL, CCAN, Juvenile, Mental Health, Special Education Advocate) and were not accepted, state the year(s) of all of your previous application(s).

**ANSWER:**

4. 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, and (iii) your support staff, if any.

**ANSWER:**

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

**ANSWER:**

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

**ANSWER:**

7. List all courts in which you have been admitted to practice and the date of your admission. For each, state whether you are currently a member of that Bar in good standing and if not, why not. Include a Certificate Concerning Discipline from the Officer of the Bar of the District of Columbia or its equivalent from each jurisdiction where you have been admitted to practice. If you were first admitted to a Bar after 2004, you must also include your official law school transcript.

**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.

**ANSWER:**

9. Briefly summarize your litigation and courtroom experience in the Superior Court, including a general description of how many criminal cases and jury trials in which you have been trial counsel.

**ANSWER:**

10. Briefly summarize any litigation and court experience in any other court, including a general description of how many 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, and (e) 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(s) to which you have applied. If you believe the judicial officer's knowledge is based primarily on a specific case or cases 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(s), please provide the basis for the judicial officer or reference to provide information regarding your qualifications. (Note: members of the Criminal Justice Court Panel Implementation Committee and the CJA Panel Advisory Committee may contact and/or speak to any reference listed or other persons with relevant knowledge of the applicant's qualifications who come to the attention of either committee. Please provide telephone numbers for references who are not D.C. Superior Court judicial officers.)

**ANSWER:**

13. Are you interested in being considered as a provisional member of the U.S. Panel? (Being a provisional member of the U.S. Panel would mean you would receive only appointments to misdemeanor cases until such time as the CJA Panel Committee determines that you are qualified to receive appointments to felony

cases and that, as with current U.S. Panel members, the Committee may determine at any time that you should receive no further appointments.)

**ANSWER:**

14. Since your admission to the Bar, have you ever: (a) been convicted of a crime which carries 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 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 English in which you are fluent.

**ANSWER:**

16. Pursuant to Superior Court Administrative Order 02-33, attorneys selected to represent indigent clients in either the U.S. or D.C. CJA Panel are expected to timely satisfy their continuing legal education requirements on an annual basis as set forth by the Chief Judge. Are you willing to satisfy all CLE requirements in order to maintain your status on any panel?

**ANSWER:**

17. Pursuant to Administrative Order 4-29, the Court set 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 any and all panels?

**ANSWER:**

18. 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