

## 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) applications must be sent as an attachment in Word Document by e-mail to [applicant@dcsc.gov](mailto:applicant@dcsc.gov) and in the subject of 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 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. 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. (Note: Applicant must be a member of the D.C. Bar before appointment to Panel).

### **ANSWER:**

2. If you are a member of any panel for the Superior Court (CJA, 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, 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, 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 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. 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.

**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, 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(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(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 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 that you are qualified to receive appointments to felony cases and that, as with current CJA 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 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. If you 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:**

20. 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