

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER 10-14**

**Re-establishment of the CJA/CCAN Investigator Panel and Creation of the CJA
Investigator Panel Advisory Program Committee**

WHEREAS, the Plan for Furnishing Representation to Indigents Under the District of Columbia Criminal Justice Act (CJA Plan) and the Plan For Furnishing Representation in Neglect Proceedings in the District of Columbia provide for the appointment of qualified investigators; and

WHEREAS, by Administrative Order 02-24 issued August 1, 2002, a list of certified names was approved to receive payment for CJA and CCAN investigations; and

WHEREAS, by Administrative Order 01-22 issued August 22, 2001, the Criminal Justice Act Panel Implementation Committee's Subcommittee on Investigators (Subcommittee on Investigators) was given authority to investigate alleged misconduct by specific investigators along with disciplinary powers; and

WHEREAS, by Administrative Order 02-13 issued August 1, 2002, the Guidelines for Investigators took effect and required, *inter alia*, annual training to maintain certification; and

WHEREAS, by Administrative Order 09-07 issued June 12, 2009, the Court reestablished the CJA and Family Court Attorney Panels for the continued improvement of the administration of justice;

NOW, THEREFORE, it is by the Court,

ORDERED, that the Court shall re-establish the CJA/CCAN Investigator Panel every four (4) years, beginning in 2010 and every four (4) years thereafter; it is further

ORDERED, that a CJA Investigator Panel Advisory Program Committee ("Investigator Advisory Committee") is established that is composed of the Branch Chief of Court Defender Services Branch, a Special Counsel from the Public Defender Service for the District of Columbia, a member of the Superior Court Trial Lawyers Association, and the Deputy Chief of Investigations for Public Defender Service for the District of Columbia; it is further

ORDERED, that the Investigator Advisory Committee shall review the applications and criminal background information for all individuals applying to be new members of the CJA/CCAN Investigator Panel, as well as for all current certified panel investigators subject to a renewed criminal background check; it is further

ORDERED, that the Investigator Advisory Committee shall be responsible for recommending certification of all qualified individuals to the Chief Judge and the CJA Panel Implementation Committee's Subcommittee on Investigators; it is further

ORDERED, that the views of the Investigator Advisory Committee shall also from time to time be solicited by the Chief Judge on other issues pertinent to the functioning of the CJA Investigator program; it is further

ORDERED, that investigators currently on the panel will be required to reapply to the panel every four (4) years according to the requirements set forth in the CJA/CCAN Guidelines, which are attached and hereby adopted by this administrative order; it is further

ORDERED, that those applications from both investigators currently on the panel as well as persons seeking to become investigators shall be submitted to the Defender Services Branch in the D.C. Courts Budget and Finance Office; it is further

ORDERED, that the schedule for re-establishing the CJA/CCAN Investigator Panel shall be as follows:

1. Acceptance of applications: opening of applications: October 1, 2010; close of applications: 5:00 p.m. December 1, 2010;
2. Committee's recommendations to the Chief Judge: March 31, 2011; and
3. Re-establishment of the Panels: April 8, 2011.

ORDERED, that the Investigator Advisory Committee shall, before making recommendations to the Chief Judge, consider and decide whether the person is qualified to be an investigator and whether there is a need for additional investigators to provide support to the CJA Attorney Panels; it is further

ORDERED, that to be considered for certification as an investigator, applicants must submit the following:

1. A completed application (attached herein);
2. A full background check (application materials available at the Public Defender Service; applicants are responsible for paying for their own background checks); and
3. A local criminal history check from the Metropolitan Police Department; it is further

ORDERED, that no applicant will be considered for certification unless he or she has the following qualifications:

1. Is at least 18 years old at the time of the application;
2. Proof of high school diploma or its equivalent;
3. Demonstrated experience/competence as an investigator;
4. Successful completion of the PDS-sponsored Investigator Certification Course;

5. A commitment to continuing education opportunities for keeping certification current;
6. A commitment to being assigned at least four (4) cases per year;
7. A commitment to comply with all applicable Administrative Orders regarding compensation; and
8. A commitment to comply with the Guidelines for Investigators in the Superior Court of the District of Columbia; it is further

ORDERED, that between periods of re-establishment, the Investigator Advisory Committee shall accept, at any time, applications from qualified persons, and make certification recommendations to the Chief Judge and the Subcommittee on Investigators, to add such qualified persons to the CJA/CCAN Investigator List as the Committee deems appropriate in accordance with the need for such services; it is further

ORDERED, that for those applications that are submitted and considered between the times of re-establishment of the CJA/CCAN Investigator List, the Court may act expeditiously with regard to any application, while deferring action with regard to any other application; and it is further

ORDERED, that this Order shall take effect on October 1, 2010.

SO ORDERED.

BY THE COURT

DATE: September 28, 2010

/s/
Lee F. Satterfield
Chief Judge

Copies to:

Judges
Magistrate Judges
Executive Officer
Clerk of the Court
Division Directors
Director, Public Defender Service
Superior Court Trial Lawyers Association
Director, CCAN Office
Library
Daily Washington Law Reporter