

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 13-20**

**Regular Re-establishment of CJA and Family Court Attorney Panels**

**WHEREAS**, by Administrative Order 00-26 issued on July 17, 2000, panels of attorneys (“CJA Panels”) were 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 D.C. Official Code, Section 11-2601 to 2609 (2001); and

**WHEREAS**, the Plan for Furnishing Representation to Indigents Under the District of Columbia Criminal Justice Act provides that “[t]he panels of attorneys developed shall be periodically reexamined to insure that the composition of such panels reflects due regard for attorneys with the highest qualifications, and that the size of such panels is consistent with the needs of the . . . Superior Court;” and

**WHEREAS**, by Administrative Order No. 09-07 the Court re-established an unified CJA Panel and ordered that the Panel be re-established every four years beginning in 2013;

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

**ORDERED**, that the CJA Panel be re-established in accordance with previous Administrative Orders; and it is further

**ORDERED**, that the CJA Panel Implementation Committee shall accept applications to the CJA Panel from qualified attorneys, including applications from attorneys not currently included on the Panels, and make recommendations to the Chief Judge as hereafter described; and it is further

**ORDERED**, that the schedule for accepting applications shall be as follows: opening of applications: November 7, 2013; close of applications: 5:00 p.m., January 10, 2014; and it is further

**ORDERED**, that the Committee shall receive applications (copy of form attached) for appointment to the Panel and, after receipt of any comments from the CJA Panel Advisory Committee, shall recommend to the Chief Judge applicants it deems well-qualified to become a Panel member consistent with the Court's need for attorneys; and it is further

**ORDERED**, that, the Committee shall, before recommending that any attorney become a member of the CJA Panel, consider and decide (a) whether an attorney is qualified, and (b) the Court's anticipated need for attorneys to provide quality representation to all persons eligible; and it is further

**ORDERED**, that the Committee may also recommend an attorney with excellent credentials but less experience, if

- (a) the attorney has a demonstrated an interest in representing indigent persons and in the subject matter area of the law; and
- (b) the attorney is willing to serve as a Provisional Member of the CJA Panel until such time as the Committee determine that they are qualified for Panel membership; and it is further

**ORDERED**, that to be considered for appointment to the CJA Panel, attorneys must submit the following:

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;
3. Certification that payment of the applicant's D.C. Bar dues is up-to-date; and  
and it is further

**ORDERED**, that no attorney will be considered for the CJA Panel 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 hours of CLE each year as may be required by the Court;
4. A commitment to comply with all applicable Administrative Orders setting an annual cap for attorney compensation for appointed representation;
5. A commitment to comply with Superior Court Attorney Practice Standards;
6. A commitment to accept appointments on Saturdays and holidays when the arraignment court is in session; and
7. A commitment to accept appointments in all cases for which the attorney is eligible, including D.C.-prosecuted cases; and it is further

**ORDERED**, that between periods of re-establishment, the Committees shall accept, at any time, applications to the Panels from qualified attorneys, and make recommendation to the Chief Judge, to add such qualified attorneys to the Panel as the Committee deems appropriate in accordance with the needs of the Court; and it is further

**ORDERED**, that for those applications that are submitted and considered between the times of re-establishment of the Panels, the Court reserves the right to act expeditiously with regard to any application, while deferring action with regard to any other application.

**SO ORDERED.**

**BY THE COURT**

**November 6, 2013**

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**Lee F. Satterfield**  
**Chief Judge**

**Copies to:**

**Judges**  
**Senior Judges**  
**Magistrate Judges**  
**Executive Officer**  
**Clerk of the Court**  
**Division Directors**  
**Defender Services Branch Chief**  
**Director of the Public Defender Service**  
**Criminal Justice Act Office**  
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