

**2018 RE-ESTABLISHMENT:  
CRIMINAL JUSTICE ACT PANEL APPLICATION  
SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**

Every attorney requesting to be considered for inclusion as a member of the Criminal Justice Act [“CJA”] Panel as of the date of its re-establishment in 2018 must complete an application. The deadline for submission of an application is **FRIDAY, JANUARY 19, 2018 by 2:00PM**. 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. An applicant must be a sworn member of the D.C. Bar to be considered for appointment to the Panel. Each 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. In addition, the application must be sent by email as an attachment in both Word AND PDF, as set forth below.** Certificates Concerning Discipline from the Office of Bar Counsel of the District of Columbia, and certification that D.C. Bar dues have been paid currently must be included with the application.

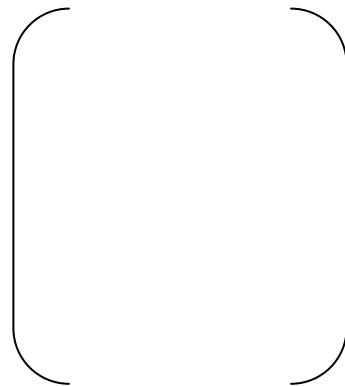
**Filing Instructions:**

(1) Your application must be sent by email as an attachment in Word and PDF format to [applicant@dcsc.gov](mailto:applicant@dcsc.gov). In the subject line of the 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 Juliet McKenna, Room 1500, Superior Court, 500 Indiana Avenue, N.W., Washington, D.C. 20001 (202-879-0422).

(3) Both the e-mailed application and the hard copy must include a passport-style photograph of the applicant on the front page of the application.

**Applicants must submit the e-mailed application in Word and PDF format, as well as a 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.**



ATTACH PHOTO HERE

### **CJA PANEL APPLICANT QUESTIONNAIRE**

1. Full name (include any former names used), D.C. Bar number and e-mail address.

**ANSWER:**

2. If you are a member of any panel for the Superior Court-CJA (Provisional or Full Member), GAL, CCAN, Juvenile, Mental Health, Special Education Advocate or Probate Panels, 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 Panel or any other panel of attorneys and were not accepted, or were appointed as a Provisional Member but did not become a Full Member, 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. Provide your 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 both for planned and unplanned absences including the names and contact information of attorneys who have agreed to stand in for you, and (iii) your support staff, if any.

**ANSWER:**

4. State what percentage of your practice will be dedicated to representation in CJA appointed cases.

**ANSWER:**

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

**ANSWER:**

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

**ANSWER:**

7. Provide the date of your admission to practice in the District of Columbia. All applicants must provide a Certificate Concerning Discipline from the Office of Bar Counsel of the District of Columbia and certification that D.C. Bar dues have been paid, dated within 30 days of the submission of the application.

**ANSWER:**

8. List all other bars to which you have been admitted to practice, with dates of admission. For each, state whether you have been continuously active and in good standing from your admission to the present. If not, explain in detail.

**ANSWER:**

9. List in reverse chronological order (most recent first) the continuing legal education programs that you have attended within the last four 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 during the last four years.

**ANSWER:**

10. If you are a current CJA Panel member, list the dates that you signed up to receive appointments in C10 during calendar year 2017. Please note if the date fell on a holiday or Saturday. Please also note whether there have been any extenuating circumstances that have limited your ability to pick up cases.

**ANSWER:**

11. Summarize your litigation and courtroom experience in the Superior Court over the past four years, including:
- a. An estimate of the percentage of cases prosecuted by the United States and the percentage of cases prosecuted by the District of Columbia;
  - b. An estimate of the number of criminal cases in which you were primary counsel for the defendant (Please do not include post-conviction representation):
    1. In how many of these cases were you counsel in a case that was tried to a jury?
    2. In how many of these cases were you counsel in a case that was tried to a judge?
    3. In how many of these cases did you withdraw or were you removed as counsel?
  - c. If you currently are a full CJA Panel member, the number of times you have allowed Provisional Members to be second chairs in your trials.
  - d. An estimate of the number of times you have sat as second chair in a jury trial, with a description of the role you played during the trial.
  - e. Summarize this litigation experience prior to the past four years.

**ANSWER:**

12. Summarize your litigation and courtroom experience in other jurisdictions, if any, over the past four years, including an estimate of the number of criminal cases in which you were primary counsel for the defendant. (Please do not include post-conviction representation).
- a. Approximately, in how many of these cases were you counsel in a case that was tried to a jury?
  - b. Approximately, in how many of these cases were you counsel in a case that was tried to a judge?
  - c. Approximately, in how many of these cases did you withdraw or were you removed as counsel?
  - d. Summarize this litigation experience prior to the past four years.

**ANSWER:**

13. Describe the five most significant criminal cases in which you have served as counsel over the past four years. For each of those matters, provide:
- The case name;
  - The case number;
  - The court where the case was heard;
  - The name of the judge who presided over the case;
  - Your role in the case and the client whom you represented (e.g. lead counsel for the defendant);
  - Whether the case went to trial; and
  - A description of the legal or factual issues involved or why the case is significant.

**ANSWER:**

14. Summarize any litigation experience as defense counsel in post-conviction proceedings in the Superior Court over the past four years.

**ANSWER:**

15. Summarize your litigation experience in appellate courts over the past four years, identifying the courts in which you were appellate counsel and the approximate number of cases in each court in which you submitted an appellate brief.

**ANSWER:**

16. 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 based upon your work over the past four years. If you believe the judicial officer's knowledge is based primarily on a 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, please provide the basis for the knowledge about your qualifications. (Note: any reference listed or other persons with relevant knowledge of the applicant's qualifications who come to the attention of the CJA Panel or CJA Advisory Committees may be contacted. Please provide telephone numbers for all references who are not D.C. Superior Court judicial officers.)

**ANSWER:**

17. [FOR NEW APPLICANTS AND CURRENT PROVISIONAL PANEL MEMBERS ONLY] 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 you are qualified to receive appointments to felony cases. As with CJA Panel members, the Committee may determine at any time that a Provisional Member should receive no further appointments.)

**ANSWER:**

18. Since your first admission to the Bar, state whether you have ever:
- a. been convicted of a crime;
  - 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; or
  - d. been the subject of a formal or informal complaint to any court, administrative agency, bar association or disciplinary committee, or other professional group in the District of Columbia or elsewhere, regardless of the outcome.

If so please describe the circumstances and the result.

**ANSWER:**

19. Please specify any languages other than English in which you are fluent.

**ANSWER:**

20. 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:**

21. 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:**

22. 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:**

23. As a member of the Panel you will be expected to make yourself available for appointment twelve times a year, including one Saturday or holiday, absent extenuating circumstances. Do you agree to make yourself available for appointment twelve times a year, including one Saturday or holiday, when the Court's arraignment court is making assignments?

**ANSWER:**

24. [FOR NEW APPLICANTS ONLY] Attorneys selected as new members of the Provisional Panel will be expected to attend a two week training program sponsored by the Public Defender Service of the District of Columbia prior to being eligible to accept appointments. There is no cost for the training, but attendees will not be financially compensated for their attendance. The two week training will be held within three weeks of an applicant's admission to the Provisional Panel by Administrative Order. If selected as a new member of the Provisional Panel do you agree to make yourself available to attend this training program?

**ANSWER:**

25. [FOR NEW APPLICANTS ONLY] If you are currently employed at another position and 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:**

**CERTIFICATION**

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

**CJA APPLICATION CHECKLIST- ATTACHMENTS**

- Photo
- D.C. Certificate Concerning Discipline
- Certification of D.C. Bar Dues
- Other (please specify)