

# APPLICATION TO JOIN THE COURT OF APPEALS CJA PANEL

## INTRODUCTION

The District of Columbia Court of Appeals seeks highly qualified counsel to provide representation to indigent criminal appellants and juvenile respondents pursuant to D.C. Code § 11-2601 *et seq.*, and the Plan for Furnishing Representation to Indigents Under the District of Columbia Criminal Justice Act, Title II § B(2). Applicants who seek to be a member of the Court's CJA appointments panel should be committed to providing timely and effective representation and must establish that they have sufficient qualifications to meet the requirements imposed by this Court through its rules and case law. Please review the memorandum titled "Obligations of Counsel" for a summary of the Court's expectations for CJA attorneys; that memo can be found at <https://www.dccourts.gov/services/cja-practitioner>. Applicants also should be committed to improving and maintaining their advocacy skills. Please see Miscellaneous Order No. M-217-03 establishing continuing legal education requirements for CJA attorneys and the 2006 Notice to CJA Counsel Concerning the Annual CLE Requirement. Both of these are also located at the above web address. CJA attorneys must complete eight qualifying CLE hours each calendar year (though need only complete four hours during their first year on the panel if their application is approved after June 30). **Failure to timely satisfy the CLE requirement will result in suspension from the panel.**

All applicants must be registered e-filers at the time they submit their application. Applicants can register for e-filing at <https://efile.dcappeals.gov/>. Additionally, all payment vouchers are issued electronically and, if selected to serve on the panel, an attorney must complete the registration information for the court's web voucher service, including the necessary prerequisite registration with the federal government on <https://SAM.gov>. Applications are accepted on a rolling basis. Completed applications, including a writing sample and all other documentation, must be emailed to [cjaapplication@dcappeals.gov](mailto:cjaapplication@dcappeals.gov).

## MINIMUM QUALIFICATIONS:

- A. Membership in good standing in the D.C. Bar.
- B. Office within the metropolitan D.C. area and an email address. **All vouchers and payments are issued electronically and if accepted to the panel, you must complete the enrollment requirement for the web voucher portal. E-filing rules require electronic filing of all pleadings.**
- C. Commitment to remain on the CJA appointments panel for a minimum of two years.
- D. Commitment to complete the yearly CLE requirement (Miscellaneous Order No. M-217-03), comply with obligations of appointed counsel, and update the application yearly with new information.

## **QUESTIONNAIRE**

**Please download this questionnaire and fill it out in Word, taking the space you need to respond to all of the questions. If a question does not apply, please so state.**

1. Please state your full name and D.C. bar number.
2. Please provide your business address, telephone numbers, fax numbers, and **email** address.
3. Please identify each college and law school you have attended, including dates of attendance and the degrees awarded.
4. Please describe chronologically your law practice and experience since you graduated from law school, highlighting any appellate or criminal experience.
5. Please list all courts before which you are licensed to practice, including dates of admission and whether you are currently a member in good standing.
6. Please state whether you are or have been a member of any of the Superior Court CJA lists or other state or federal indigent criminal defense lists. If so, identify the list or lists and state the length of time you have been on each list. If you are no longer a member of a specific list, provide the reason for your removal.
7. Please indicate whether you are seeking:  

☐ / ☐ /      appointments only to cases in which you were trial counsel  
☐ / ☐ /      appointments only to cases in which you were not trial counsel  
☐ / ☐ /      appointments in all cases whether or not you were trial counsel
8. For each section below, please state what percentage of (1) your current practice and (2) your practice during the past seven years is devoted to:
  - (a) criminal or juvenile delinquency appeals.
  - (b) adult criminal cases other than appeals.
  - (c) juvenile delinquency cases other than appeals.
  - (d) mental health cases either on appeal or in the trial court.
  - (e) post-conviction litigation.
9. Please state the approximate number of appeals in this court in which you have filed a brief. List the three most recent appeals by name, citation (if available), appeal number, and disposition. If you have not filed a brief in this court, please identify cases from other appellate courts.

10. Please state the approximate number of adult felony cases and the approximate number of adult misdemeanor cases that you have tried.
11. Please state the approximate number of juvenile delinquency cases that you have tried.
12. Please describe your experience in litigating collateral challenges to criminal convictions, habeas corpus matters, and requests for resentencing, such as those made under the Incarceration Reduction Amendment Act or the Compassionate Release Act. Indicate whether this experience was associated with your representation of defendants in their direct appeals.
13. Please describe other litigation experience relevant to your qualifications for inclusion on the CJA panel.
14. Please list any relevant continuing legal education courses or programs that you have attended in the last five years (substantive law classes or skills-based classes regarding brief writing or oral argument), identifying the sponsor of the course or program and the year you attended it.
15. Please specify any foreign language in which you are fluent. State whether you use any translation software.
16. Please provide the names, addresses, and telephone numbers of three references who can discuss your ability to handle criminal appeals.
17. If you have previously applied for the panel, list relevant experience and educational studies that you have completed since your last application. Identify the prior year of application submission. If you have previously been on the panel, identify the years, the reason you are no longer on the panel, and relevant experience or education since you were on the panel.
18. Since your admission to any bar have you been (please answer yes or no for each subsection):
  - a. Convicted of any crime, other than a minor traffic offense;
  - b. Sued by any client;
  - c. Found to have rendered ineffective assistance of counsel;
  - d. Disciplined or cited for a breach of ethics or professional conduct;
  - e. Removed or suspended from any court approved appointment list; or;
  - f. Subject to any bar complaints, regardless of whether discipline was imposed?

If the answer to any sub-part of this question is yes, provide a full explanation.

19. Please provide any other information that might help the court assess your qualifications and ability to represent indigent appellants in criminal or delinquency appeals. You may, if you wish, attach a resume.
20. Please attach to the email transmitting your application a recent brief or other legal writing sample, preferably dealing with an issue arising in the criminal law context.

**I hereby certify that:**

- (1) I have responded accurately to the questions above to the best of my ability to do so;**
- (2) The writing sample attached to this application is solely my work product**
- (3) I am a member in good standing of the bar of the District of Columbia and any other state where I am barred; and**
- (4) I have reviewed and agree to comply with the obligations outlined in the “Obligations of Counsel” memorandum, the Continuing Legal Education requirements identified in Miscellaneous Order No. M-217-03, the 2006 Notice to CJA Counsel Concerning the Annual CLE Requirement, and the Voucher Guidelines. See <https://www.dccourts.gov/services/cja-practitioner>.**

**By signing and submitting this application for participation on the CJA panel, I also agree that I am waiving confidentiality for the purpose of Disciplinary Counsel releasing information regarding my disciplinary records to the D.C. Court of Appeals.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_