

Superior Court of the District of Columbia
Washington, D.C. 20001

Juliet J. McKenna
Judge

TO: All Criminal Justice Act Panel Attorneys, Full and Provisional

FROM: Judge Juliet J. McKenna, Chair of the CJA Panel Committee

DATE: March 1, 2017

Re: Obligation of CJA Attorneys to Sign Up for Appointment in New Cases

As discussed at the meeting last month with the Criminal Justice Act Panel attorneys, on multiple occasions last year an insufficient number of attorneys signed up to receive appointments for adult arraignments and presentments, necessitating that calls for additional attorneys be repeatedly broadcast on the CJA attorney listserv. I also have been informed that there has been a shortage of attorneys signed up on several dates this year. This interferes with the efficient administration of justice and the functioning of the Arraignment and Presentment Courtrooms.

As a result, effective immediately, absent extenuating circumstances, each CJA attorney is required to sign up to pick up new cases a minimum of 12 times during the calendar year, excluding sign up dates for citation cases and domestic violence cases. Six of those dates shall fall in the first six months of the year, and the remaining six dates shall fall in the second half of the year. One of those 12 dates must fall on a Saturday or holiday.

Each CJA attorney committed in his or her application to the Panel to make themselves available for appointment on Saturdays and holidays, in addition to accepting new appointments in cases prosecuted by either the United States Attorney's Office or the Office of the Attorney General. It is my understanding that the majority of CJA attorneys wish to be able to continue to select the dates on which they are available to receive appointments. The D.C. Superior Court Criminal Division also wishes to maintain this system, providing that it can ensure for an adequate number of attorneys available each day.

I look forward to continuing to work with each of you in 2017.