UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NORTH CAROLINA
CRIMINAL JUSTICE ACT ("CJA") PANEL
APPLICATION

This application is to be completed by attorneys who wish to participate in the CJA Panel, established in the Western District of North Carolina as part of the Plan for representation of indigent defendants under the Criminal Justice Act of 1964, as amended in 18 U.S.C. § 3006A. *Please answer all questions, marking "N/A" if a question is not applicable. If you need additional space to answer any question completely, please attach an additional sheet.* ***Please submit all required attachments with your initial submission to NCW_CJAPanelApplication@fd.org.***

Please indicate which panel you are applying for:

☐ General Panel
☐ Training Panel (for attorneys who do not meet experience level set forth in CJA Plan)

Please indicate in which divisions you are willing to accept case assignments:

☐ Charlotte ☐ Asheville ☐ Statesville ☐ CVB Court ☐ Any Division

Name: _____

Law Firm: _____

Physical Office Address: _____

City: _____ State: _____ Zip:_____ Email:_____

Phone: _____ Cell: _____ Fax: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip:_____

Optional (this section does not have to be completed for your application to be considered):
Please indicate which gender you identify with: ☐ Male ☐ Female

Please select the race/ethnicity you most closely identify with: ☐ African American ☐ Asian ☐ American Indian ☐ Native Hawaiian/Pacific Islander ☐ Hispanic/Latino ☐ Caucasian/European ☐ Multi-Racial ☐ Other

1. Dates of Admission:

(a) North Carolina State Bar: _____ Bar No. _____
(b) Federal District Court, WDNC: _____
(c) State of NC: _____
(d) Fourth Circuit Court of Appeals: _____
(e) U.S. Supreme Court: _____
(f) Other U.S. District Courts: _____
_____

2. What is the nature of your current law practice?

_____% Civil	_____% Criminal
_____% Trial (Criminal)	_____% Appeal (Criminal)
_____% Adult	_____% Juvenile
_____% Felony	_____% Misdemeanor

3. On average, how many times do you appear in court per month? _____

4. Have you ever been employed as a full-time prosecutor or public defender? ☐ Yes ☐ No
If "Yes", please list the name of your employer and dates of employment, along with a description of the position.

5. Have you previously served on this CJA Panel? ☐ Yes ☐ No
Are you now, or have you been, on another CJA Panel? ☐ Yes ☐ No
If "Yes", please list the district and dates of your service:

6. Have you ever been suspended or removed from any CJA Panel or list, or from any equivalent state-level indigent defense list? ☐ Yes ☐ No
If "Yes", please list give additional details:

7. Practice Experience

CASE REPRESENTATION

Years of experience handling federal criminal matters: _____

Number of federal **felony** case representations (as lead counsel): _____

Number of federal **felony** case representations (as "second chair"*): _____

**In this context, "second chair" means significant involvement in Bail Reform Act issues, discovery review, defense investigation, witness interviewing, plea negotiations and/or trial preparation, and PSR review and sentencing preparation).*

Years of experience handling state criminal matters: _____

Number of state **felony** criminal representations (as lead counsel): _____

TRIAL EXPERIENCE (trials handled to verdict within the **last ten years**)

CRIMINAL

Number of federal felony trials: _____ First-Chair: _____ Second-Chair: _____
Number of state felony trials: _____ First-Chair: _____ Second-Chair: _____

Number of federal misdemeanor trials: _____
Number of state misdemeanor trials: _____

Number of federal capital trials: _____ First-Chair: _____ Second-Chair: _____
Number of state capital trials: _____ First-Chair: _____ Second-Chair: _____

CIVIL

Number of federal jury trials: _____ Number of state jury trials: _____

APPELLATE (Identify the number of appeals you have handled as counsel of record through briefing and oral argument, if applicable.)

Number of federal criminal appeals: _____ Number of state criminal appeals: _____

OTHER RELEVANT TRIAL/LITIGATION EXPERIENCE

8. Areas of Specialized Experience (please check all that apply)

☐ Tax Law ☐ Accounting ☐ Environmental Law
☐ Immigration ☐ Computer Forensics ☐ Psychiatric Defenses
☐ Health Care ☐ Medical Background ☐ Mitigation Development
☐ Other: _____

9. Please list any specialist certifications you hold in North Carolina:

10. Please list any foreign languages you speak and your level of proficiency:

11. Are you a current member or officer of an organization that involves criminal law?

☐ Yes ☐ No

If "Yes", please check all that apply.

☐ NC State Bar, Criminal Justice Section ☐ NC State Bar, Other: _____
☐ ABA, Criminal Law Section ☐ ABA, Other: _____
☐ NACDL ☐ NLADA ☐ MCCDL
☐ Other: _____

12. During the three years preceding this application, have you attended a continuing legal education (CLE) seminar on any of the following topics?

a. United States Sentencing Guidelines ☐ Yes ☐ No
b. Federal Criminal Law ☐ Yes ☐ No
c. Federal Rules of Evidence ☐ Yes ☐ No
d. Federal Rules of Criminal Procedure ☐ Yes ☐ No
e. Trial Advocacy ☐ Yes ☐ No

13. Have you ever been publicly or privately disciplined by the bar of any state or by any court or agency as an attorney, as a member of any other profession, or as a holder of any public office?

☐ Yes ☐ No

If "Yes", please give additional details.

14. Are any charges or complaints now pending before any court or agency concerning your conduct as an attorney, as a member of any other profession, or as a holder of public office? ☐ Yes ☐ No

If "Yes", please give additional details.

15. During the five years preceding this application, have you been arrested, summoned, charged or convicted of any criminal offense (excluding minor traffic violations)?

☐ Yes ☐ No

If "Yes", please give additional details.

16. During the five years preceding this application, have you been the subject of a contempt proceeding? ☐ Yes ☐ No

If "Yes", please give additional details.

17. During the five years preceding this application, have you been relieved from an assigned case for any reason, other than your client retaining another attorney?

☐ Yes ☐ No

If "Yes", please give particulars, including case name, case number, judge, and the reason for being relieved if not privileged.

18. I certify that I have read and will comply with all obligations of the current CJA Plan for the Western District of North Carolina. ☐ Yes ☐ No

19. I agree to attend at least twelve (12) hours every two years of continuing legal education pertaining to federal criminal law and procedure. ☐ Yes ☐ No

20. Do you certify that, over the past year, you have thoroughly read the Federal Rules of Criminal Procedure, Federal Rules of Evidence, Bail Reform Act, and the Federal Sentencing Guidelines? ☐ Yes ☐ No

21. Are you willing to serve (you must check "yes" to *at least* one):

a. as a mentor or lead counsel to attorneys on the CJA Training Panel? ☐ Yes ☐ No
b. on CJA training programs for the district? ☐ Yes ☐ No
c. on the CJA Panel Committee? ☐ Yes ☐ No

22. By checking the following, you certify that you have access to the following, as required by the CJA Plan in this district:

☐ Physical office space within this district for meeting with clients and family;
☐ A computer with unlimited internet access;
☐ Active log-in accounts with ECF for the Western District and the Fourth Circuit;
☐ Access to on-line or other computer-assisted legal research;
☐ Voicemail, a telephone answering machine or an equivalent answering service;
☐ Ability to accept collect calls from detention facilities.

I hereby certify that the above information is true and correct.

_____ _____

Applicant's Signature Date

REQUIRED ATTACHMENTS

1. Certificate of Good Standing from the North Carolina State Bar;

2. CLE Attendance History Report from the North Carolina State Bar which summarizes your CLE attendance over the past three (3) years;

3. Writing sample in the following order of preference: a) your most recent federal substantive motion; b) a substantive filing within the last year in a federal criminal case; or c) a substantive filing within the last year in a state criminal case.

4. Three (3) letters of recommendation from either: a) state judges or b) attorneys with significant federal criminal defense experience who have expressed an informed opinion as to why I am competent to represent indigent defendants who are charged with federal crimes; and

5. Names of any federal judges whom you would like the CJA Panel Committee to contact.