

## APPLICATION FORM FOR THE CJA PANEL or MENTORSHIP PROGRAM FOR THE NORTHERN DISTRICT OF ALABAMA

The following application is to be completed by attorneys who wish to participate in the CJA panel established in the Northern District of Alabama as part of the plan for representation of indigent defendants under the Criminal Justice Act of 1964, as required by 18 U.S.C. 3006A. Please complete this form in the electronic format provided, and email to **[cjaapplication@alnd.uscourts.gov](mailto:cjaapplication@alnd.uscourts.gov)**

1. Please indicate which panel or program you are applying for:

- \_\_\_\_\_ Renewal of Panel membership
- \_\_\_\_\_ Request initial Panel membership<sup>1</sup>
- \_\_\_\_\_ Request move from Panel to Emeritus Panel
- \_\_\_\_\_ Application for CJA Mentorship Program<sup>2</sup>

2. Background information:

Name: \_\_\_\_\_  
Last name First name Middle name

Name as on file with the Alabama State Bar if different than above:

\_\_\_\_\_

Firm name: \_\_\_\_\_

Office address: \_\_\_\_\_  
Street City State Zip Code

Office phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Fax number: \_\_\_\_\_ Email address: \_\_\_\_\_

Residence address: \_\_\_\_\_  
Street City State Zip Code

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<sup>1</sup> Please note, if you are making initial application for Panel Membership, you must complete question #28 on page 8.

<sup>2</sup> Please note if you are making application for Mentorship Program, you must complete questions #29-32, and complete the certification that follows on page 10.

Alabama Bar number: ASB- \_\_\_\_\_ - \_\_\_\_\_

Date admitted to practice in Alabama: \_\_\_\_\_

\*\*\* For panel renewal or emeritus applications, skip to #5

3. Please provide a chronological resume beginning with college and law school through current employer: (Please a separate if more space is required.)

Education:

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Employment:

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4. Provide the dates of admission and information for to each court of which you are a member of the bar:

<u>Court</u>	<u>Admission date</u>	<u>In Good Standing</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Trial experience: how many criminal cases have you handled in the last 5 years:

\_\_\_\_\_ Felony criminal cases defended in state court

\_\_\_\_\_ Felony criminal cases defended in federal court

\_\_\_\_\_ Felony jury trials in state court

\_\_\_\_\_ Felony jury trials in federal court

6. List the 10 most recent criminal trials in which you participated, providing:

<u>Date of trial</u>	<u>Case No.</u>	<u>State or Federal</u>	<u>Felony or Misdemeanor</u>	<u>Your Role</u>	<u>Bench or Jury</u>	<u>Verdict</u>
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7. Do you certify that you have read and are familiar with: (Please answer Yes or No)

\_\_\_\_\_ The Federal Rules of Criminal Procedure

\_\_\_\_\_ The Federal Rules of Evidence

\_\_\_\_\_ The Federal Sentencing Guidelines

\_\_\_\_\_ The Bail Reform Act

\_\_\_\_\_ The Standard Pretrial Orders for the NDAL

\_\_\_\_\_ The Local Federal Rules for the NDAL

8. By marking the following, you certify that you have:

\_\_\_\_\_ A physical office to meet clients and family, or access to such a place for confidential meetings with clients and family

\_\_\_\_\_ Unlimited internet access

\_\_\_\_\_ CM/ECF and PACER accounts

\_\_\_\_\_ Access to an online legal research account like Westlaw, Lexis, Casemaker, or any other online legal data bases

\_\_\_\_\_ The ability and willingness to accept collect phone calls from prisons and jails

\_\_\_\_\_ The ability and willingness to regularly visit your clients who are incarcerated

\_\_\_\_\_ The ability to receive and utilize discovery in an electronic format

\_\_\_\_\_ The ability to participate in a trial which lasts for more than ten days

\_\_\_\_\_ You are aware that as a member of the CJA Panel, you will be required to attend 12 hours of federal CLE each year, and that certification of that attendance must be provided to the Administrative Committee each year.

\_\_\_\_\_ You are aware that your failure to attend the required CLE hours each year could cause you to be removed from the Panel?

9. Would you be willing to accept appointments in all divisions? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, please specify which divisions you would accept appoints in:

\_\_\_\_\_ Northeast/Northwest (Huntsville, Decatur, Florence)

\_\_\_\_\_ Western (Jasper, Tuscaloosa)

\_\_\_\_\_ Southern (Birmingham)

\_\_\_\_\_ Eastern / Middle (Anniston)

10. Are you willing to take pornography, child pornography, child abuse, and other sex cases?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

11. Have you ever previously served on any other panel for defense lawyers at the state or federal level? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain.

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12. Have you ever handled criminal appeals? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please list the 5 most recent, giving the defendant's name and case number.

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13. Would you be willing to accept an appeal case if another attorney had handled the underlying case? \_\_\_\_\_ Yes \_\_\_\_\_ No

14. Would you be willing to accept **only** appeals? \_\_\_\_\_ Yes \_\_\_\_\_ No

15. Would you be willing to accept one pro bono civil case every two years?  
\_\_\_\_ Yes      \_\_\_\_ No

16. List all CLE participation in the past five years which involved criminal defense or trial advocacy. (List may be on a separate sheet if necessary, or more convenient)

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17. Are you willing to attend 12 hours of federal / criminal CLE per year? (The Federal Public Defender offers free CLE during the year)      \_\_\_\_ Yes      \_\_\_\_ No

18. Areas of specialized experience (Please indicate number of case you have defended in each practice area or employing each special skill). \*\*\*\* #18 applies **only** to initial panel applications

- \_\_\_\_ Capital Defense
- \_\_\_\_ Computer Forensics
- \_\_\_\_ Large narcotics conspiracy prosecutions
- \_\_\_\_ Sex offenses
- \_\_\_\_ Tax Fraud
- \_\_\_\_ Health Care Fraud
- \_\_\_\_ Mortgage Fraud
- \_\_\_\_ Environmental Crimes
- \_\_\_\_ Sentencing Mitigation
- \_\_\_\_ Psychiatric and Psychological Issues
- \_\_\_\_ Spanish or other Language Skills

19. Please briefly explain your training and experience in the fields in which you specialize.

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20. Has any present or former client successfully prevailed against you in a claim of ineffective assistance of counsel in a state or federal proceeding? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain, giving the defendant's name and case number.

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21. Have you ever been removed or not renewed from any panel? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain.

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22. Have you ever been removed as defense counsel in a criminal case either by the client, or the court? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain.

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23. Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain.

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24. Do you currently have pending criminal and disciplinary charges in any jurisdiction?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain.

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25. Have you ever been held in contempt or been subject to a contempt proceeding?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain.

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26. Have you ever been disciplined by the Alabama State Bar or any other Bar?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain.

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27. Do you understand that you have an affirmative duty pursuant to the Criminal Justice Act Plan to notify the Administrative Committee of any criminal charges against you in any jurisdiction, or any disciplinary action taken against you the Alabama State Bar, or any other Bar?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that I am a member in good standing with the Alabama State Bar, and that the information I have provided is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
APPLICANT

**For ALL applicants, a writing sample must accompany this application. That sample may be a motion, a memorandum of law, appeal brief, etc.**

\_\_\_\_\_

*Questions 28-32 which follow are only for specific applicants. See instructions following.*

\*\*\*\* Answer the following question only if you are making initial application for CJA Panel membership.

**INITIAL PANEL MEMBERSHIP**

28. **APPLICATION FOR INITIAL PANEL MEMBERSHIP:**

List any other legal experience which you believe would be helpful in evaluating your application for CJA Panel membership for the Northern District of Alabama (e.g. civil trials, criminal appeals, criminal cases involving pre-trial or post-trial representations, publications, CLE presentations, etc.).

Include the names and telephone numbers of adversaries and co-counsels, and judges who can provide additional information concerning your performance. Having letters of recommendation from judges before whom you have practiced would be extremely helpful.

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\*\*\*\* Answer the following questions only if you are making application to participate in the **CJA Mentorship Program.**

29. **APPLICATION FOR CJA MENTORSHIP PROGRAM:**

Please provide a brief summary of why you wish to participate in the **CJA Mentorship Program**, including any positive attributes and skills you may possess to support your position that you are qualified to participate, and what you expect to gain from participation should you be chosen.

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30. List any other legal experience which you believe would be helpful in evaluating your application for participation in the **CJA Mentorship Program** for the Northern District of Alabama (e.g. civil trials, criminal appeals, criminal cases involving pre-trial or post-trial representations, publications, CLE presentations, etc.). Include the names and telephone numbers of adversaries and co-counsels, and judges who can provide additional information concerning your performance.

Letters of recommendation from judges before whom you have practiced would be extremely helpful if they are available.

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31. Are you aware that the Mentorship Program is a one year program during which you will not be paid for the work you perform as a mentee? \_\_\_\_\_ Yes \_\_\_\_\_ No

32. Are you willing to devote the time necessary participating with an assigned mentor to follow a federal case from the commitment and inception through the end, including, a trial if required? \_\_\_\_\_ Yes \_\_\_\_\_ No

I understand the provisions and requirements of a mentee should I be accepted into the **Mentorship Program** in the Northern District of Alabama. Specifically, I understand:

- Acceptance into the program is not guaranteed
- Acceptance into the program is only upon approval by the CJA Administrative Committee
- The program duration is not less than one year
- Should I be accepted into the program, I will not be paid for the time I spend working with the mentor
- Completion of the program does not guarantee me a position on the CJA Panel for the Northern District of Alabama
- Failure to live up to my responsibilities as a mentee may lead to my early termination from the Program.

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Date

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Mentee Applicant