UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
Richmond Division

Application for Appointment
To the Panel of Attorneys Under the Criminal Justice Act (CJA)

1.   Name (as it reads on your bar license): _____

2.   Firm Name: _____

3.   Office Address: _____

4.   Virginia Bar Number and Date of Admission: _____

5.   Email Address: _____

6.   Office Telephone No: _____

7.   Fax No: _____

8.   Cellular Telephone No: _____

9.   Social Security Number (required): _____

How should payments be reported to the IRS:

Under my Social Security number and name, as indicated above.

To my law firm, whose Taxpayer Identification Number is: _____

Disciplinary Action and Practice Background

10. Law School and date of graduation:

_____

11. Date you were admitted to practice in the United States District Court for the Eastern District of Virginia:

_____

12. Have you ever been employed as a prosecutor, public defender, or law clerk? If so, please provide dates of employment and nature of employment.

13. Have you been, or are you currently, the subject of any disciplinary action by any state bar or any court? If so, note the jurisdiction, date, discipline, and describe the nature of the allegation.

14. Have you been involuntarily removed from any court-appointed list or panel in state court or federal court? If so, note the jurisdiction and explain the nature of the removal.

15. Have you ever been convicted of a felony or a crime of moral turpitude? If so, please explain, including date, jurisdiction, and circumstances.

Recent Trial and Appellate Experience

16. In the past five (5) years, how many **FEDERAL** criminal cases have you handled?

    Felony _____   Misdemeanor _____

    a. Of these FEDERAL criminal cases, indicate the number of each type of hearing you have handled.

        i. Investigation stage only _____

        ii. Pleas of guilty _____

        iii. Trials to verdict:

        Jury _____ Non-jury _____

        iv. Sentencings _____

        v. Probation or Supervised Release hearings _____

        vi. Other dispositions _____

17. In the past five (5) years, how many **STATE** criminal cases have you handled?

    Felony _____   Misdemeanor _____

    a. Of these STATE criminal cases, indicate the number of each type of hearing you have handled.

        i. Investigation stage only _____

        ii. Pleas of guilty _____

        iii. Trials to verdict:

        Jury _____ Non-jury _____

        iv. Sentencings _____

        v. Probation or Supervised Release hearings _____

        vi. Other dispositions _____

18. In the past five (5) years, how many criminal appeals have you handled?

    Federal _____   State _____

19. Please describe the two (2) most complex cases you have handled, including a) the defendant's name and case/docket number, b) jurisdiction/court, c) charges, d) nature of the hearing, e) presiding judge, f) name of opposing counsel, g) name of co-counsel or counsel for co-defendants, and f) a brief description of your role and the case.

20. Please list the names, telephone numbers, and email addresses for two (2) professional references that have familiarly with your professional experience handling criminal cases. These individuals should be licensed attorneys with more than ten years of practice experience, and NOT be your law partner, family member, or suitemate.

21. Please list all sitting or retired judges in the Eastern District of Virginia before whom you have appeared on a criminal case.

22. Do you have ready access to legal research in electronic format? If so, please describe the nature of your research access.

23. Have you completed at least five (5) hours of continuing legal education on subject matters related to federal criminal defense in the past year?   If so, please list the name and sponsor of the programs you completed.

24. Are you a member of any criminal defense associations? If so, please describe the nature of your membership.

25. Are you fluent in a foreign language? If so, note which language(s).

26. Within the past ten (10) years, have you held a security clearance? If so, note the nature of the clearance and dates of validity.

27. Do you have any experience with capital defense? If so, please specify the following:
    a. Whether it is trial, appellate, or post-conviction in nature.
    b. Whether you have experience in federal and/or state court.
    c. The number of capital cases you have handled and the nature of your involvement in the case(s).

28. Is there any information, not addressed in a prior question and related to your practice, which may be material to your application for appointment as a member of the CJA Panel? If so, please explain.

Mentoring Program

The Richmond Division has a Mentorship Program open to all attorneys serving on the CJA Panel for the Richmond Division, particularly the Misdemeanor Panel. The purpose of the Program is to increase the number of attorneys available to serve on the Felony CJA Panel; expand the areas of experience of the CJA Panel through promotion, training, and mentorship; and increase diversity of the CJA Panel. Mentees will be assigned a Mentor, be appointed as second chair on at least one identified case, and will be compensated for their time providing legal services. Additional program information is available on the Criminal Justice Act, Richmond Criminal Justice Act landing page of the Court's website.

29. Are you interested in participating as a mentee? If so, please identify if you are on the misdemeanor panel or seek mentorship with respect to specific types of cases.

I certify the following:

- I am a member in good standing of the Virginia State Bar,
- I am a member in good standing of the United States District Court for the Eastern District of Virginia,
- I agree to complete at least five (5) hours of continuing legal education related to the practice of federal criminal defense each year through programs sponsored by the Federal Public Defender's Office, the Training Division of the Defender Services Office, the United States Sentencing Commission, or any other criminal defense related organization, and
- I have knowledge of the Federal Rules of Criminal Procedure, Federal Rules of Civil Procedure, Federal Rules of Appellate Procedure, and the Local Rules for the United States District Court for the Eastern District of Virginia.

_____   _____
       (Date)   (Signature)

*** Please also attach a current resume to your application. ***