

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
NORFOLK/NEWPORT NEWS DIVISIONS

**APPLICATION FOR APPOINTMENT TO THE PANEL OF ATTORNEYS
UNDER THE CRIMINAL JUSTICE ACT OF 1064 (CJA)**

Check each panel for which you are applying:

- Norfolk Newport News

1. Name (as it reads on your bar license):
2. Date of Birth:
3. Firm Name:
4. Office Address (list all offices, if you have multiple locations):
5. Virginia State Bar Number and date of admission:
6. Email address:
7. Office telephone number: Facsimile number, if applicable:
8. Cellular telephone number:
9. Social Security number (required):

Check how your payments should be reported to the IRS:

- Under my SSN and name, as noted above
- To my law firm, whose Taxpayer Identification Number is:

Education and Bar Admissions

10. Law School and date of graduation:
11. Undergraduate institution(s), major/degree, and date of graduation:
12. Any additional graduate degrees, institutions, and date of graduation:
13. If you are currently admitted to practice in any state other than Virginia, please note the state(s) and date(s) of admission:
14. Date you were admitted to practice in the Eastern District:
15. If you are admitted to practice in any other federal courts, please note the court(s) and date(s) of admission:

Disciplinary Action and Practice Background

16. Have you ever 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.

17. Have you ever 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.

18. Have you ever been convicted of a felony?

If so, please explain, including date, jurisdiction, and circumstances.

19. Have you ever been convicted of a crime of moral turpitude?

If so, please explain, including date, jurisdiction, and circumstances.

20. Have you ever been employed as a prosecutor, public defender, or law clerk?

If so, please provide dates of employment and nature of employment.

Trial and Appellate Experience

21. In the past five (5) years, please provide the number of jury trials in which you have served as lead or co-counsel in state court.

None 1-5 5-10 More than 10

Of these jury trials, please summarize whether they were civil or criminal in nature, a description of the charges/claims, and the length of the longest trial.

22. In the past five (5) years, please provide the number of jury trials in which you have served as lead or co-counsel in federal court.

None 1-5 5-10 More than 10

Of these jury trials, please summarize whether they were civil or criminal in nature, a description of the charges/claims, and the length of the longest trial.

23. In the past five (5) years, please provide the number of felony bench trials you have tried in state court (excluding probation violations):

None 1-5 5-10 More than 10

24. In the past five (5) years, please provide the number of felony bench trials you have tried in federal court (excluding supervised release violations):

None 1-5 5-10 More than 10

25. In the past five (5) years, please estimate the number of guilty pleas and related sentencing hearings you have conducted in state court (excluding probation violations).

None 1-5 5-10 More than 10

Please describe the most complex three (3) plea and sentencing hearings you have had. .”

26. In the past five (5) years, please estimate the number of guilty pleas and related sentencing hearings you have conducted in federal court (excluding supervised release violations).

- None 1-5 5-10 More than 10

Please describe the most complex three (3) plea and sentencing hearings you have had.

27. How many appeals of felony cases have you handled in the past five (5) years?

- None 1-5 5-10 More than 10

Of those appeals, how many were in federal court?

- None 1-5 5-10 More than 10

28. Please provide the following information as to your three most recent serious felony cases:

- a) 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) Names of co-counsel and counsel for co-defendants, if any

29. Please attach a pleading you filed in one of the above cases, preferably a pleading that highlights your ability to research and write on behalf of a client.

30. Please list the names, telephone numbers, and email addresses for two (2) professional references. These references should 1) be licensed attorneys with more than ten years of practice experience, 2) have familiarity with your professional experience and habits, 3) NOT be your law partners, family members, or suitemates, and 4) at least one should be a member in good standing of the CJA panel for which you are applying, or an attorney employed by the Federal Public Defender.

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

32. Have you completed at least five (5) hours of continuing legal education on subject matters related to federal criminal defense in the past year?

- Yes No

If so, please note the courses, dates, location, and subject matter.

33. If you have ever lectured or presented on any topical related to criminal law, please describe such experience below.

34. Do you have ready access to legal research in electronic format?

- Yes No

If so, please describe the nature of your research access.

35. Are you a member of any criminal defense associations?

- Yes No

If so, please describe the nature of your membership.

36. Are you fluent in a foreign language?

- Yes No

If so, note which language(s).

37. Within the past ten (10) years, have you held a security clearance?

- Yes No

If so, note the nature of the clearance and dates of validity.

38. Do you have any experience with capital defense?

- Yes No

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).

Mentoring Program

The Eastern District is in the process of formulating a mentorship program to assist in growing the quality and quantity of our CJA Panel.

Would you be interested in participating as a mentor who assists new or less experienced members?

- Yes No

Would you be interested in receiving mentorship from other attorneys, either in general or with respect to specific types of cases?

- Yes No

If so, please elaborate.

Attachments (required)

Please attach the following documents with your application:

1. Your résumé
2. A writing sample, preferably from federal court (but from state court if you do not have experience in federal court). This may be a complex pleading OR a sentencing position paper.
3. Any other relevant materials you would like for the committee to consider.

Please attach in .jpg format.