

**APPLICATION FOR MEMBERSHIP ON THE  
CRIMINAL JUSTICE ACT AND/OR CAPITAL APPELLATE PANELS  
FOR THE UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT**

**INSTRUCTIONS**

To be considered for membership on the CJA Appellate Panel for the United States Court of Appeals for the Fourth Circuit, an attorney must be a member of the bar of the Fourth Circuit in good standing and have demonstrated experience in, and knowledge of, federal criminal law and appellate procedure and the Sentencing Guidelines.

To be considered for membership as second-chair counsel on the Fourth Circuit's Capital Appellate Panel, an attorney must satisfy the qualifications for CJA Appellate Panel membership and have an interest in capital representation. To be considered for membership as first-chair counsel on the Fourth Circuit's Capital Appellate Panel, an attorney must have an interest in capital representation and must have been admitted to practice in the Fourth Circuit not less than 5 years and have had not less than 3 years experience in the handling of appeals in the Fourth Circuit in felony cases.

Counsel applying for membership on the CJA Appellate Panel should complete questions 1 through 7. Counsel applying for membership on the Capital Appellate Panel should complete questions 1 through 8.

Please submit **3** copies of:

- the completed questionnaire
- your resume
- an appellate brief you have prepared and a copy of the court opinion, or other writing sample (see question 5.B)

to: Clerk, U.S. Court of Appeals for the Fourth Circuit  
1100 East Main Street, Suite 501  
Richmond, VA 23219

**APPLICATION FOR MEMBERSHIP ON** (check all that apply)

\_\_\_\_\_ CJA Appellate Panel

\_\_\_\_\_ Capital Appellate Panel

**Application packages must be received no later than [date].**

(Attach additional sheets if needed in answering the following questions)

1. **Name** \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Office Address \_\_\_\_\_  
Email \_\_\_\_\_ Fax No. \_\_\_\_\_  
Office Phone No. \_\_\_\_\_

2. **Education** – Graduated from:  
School of Law \_\_\_\_\_ Year \_\_\_\_\_

3. **Bar Admissions** – List each court with date of admission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Disciplinary Actions** – Have you ever been disciplined, or are you the subject of any pending disciplinary proceeding, by the bar of any jurisdiction or by any court? \_\_\_\_\_  
If so, please explain in detail on a separate sheet of paper.

5. **Experience**  
A. **Prior CJA Experience** – If you have at any time been a member of a CJA panel, or the member of a comparable state court panel, please list the court(s) and approximate dates of service:  
\_\_\_\_\_  
\_\_\_\_\_

B. **Previous Appellate Experience** – Approximately how many appellate briefs have you prepared? \_\_\_\_\_ Of these appeals, approximately how many were federal appeals? \_\_\_\_\_ Approximately how many were criminal (state or federal) appeals? \_\_\_\_\_ How many appeals have you argued? \_\_\_\_\_

Please list up to three criminal or habeas corpus appeals you have handled, preferably federal appeals. If you have not handled any criminal appeals, you may list civil appeals.

Please provide three copies of the brief you authored in one of these cases. If the brief is an Anders brief or is not a good example of your writing and advocacy skills, please substitute a brief that better represents your qualifications.

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C. **Trial Experience** – Please briefly describe any criminal trial experience, federal or state, relevant to evaluating your competence to serve on this panel:

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D. **Other** – Have you ever been employed as a prosecutor, public defender, or law clerk to a judge or justice? \_\_\_\_\_ If so, please describe the position, the name of your employer, and the approximate dates of employment.

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6. **References** – Please list the name, address, and telephone number of two references who can assess your skills relevant to this panel:

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7. **Special Qualifications** – Are you fluent in Spanish? \_\_\_\_\_ Please indicate whether you have any other special qualifications, such as expertise in a specialized area of law or relevant legal experience, which you believe is helpful in evaluating your competence to serve on this panel.

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8. **Capital Appellate Panel**

A. **Statement of Interest** – Please state whether you would like to be considered for:

\_\_\_\_\_ First-chair counsel in capital appeals

\_\_\_\_\_ Second-chair counsel in capital appeals

A. **Previous Felony Appeals in this Court** – First-chair counsel must have been admitted to practice in this Court for not less than 5 years and must have had not less than 3 years experience in the handling of appeals in this Court in felony cases. Please list all felony appeals you have handled in this Court:

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B. **Other Relevant Experience** – Please identify any background, knowledge, experience, education, training, or other special qualifications that would be helpful in evaluating your competence to provide capital representation:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature