

**APPLICATION FOR MEMBERSHIP ON THE
CRIMINAL JUSTICE ACT APPELLATE PANEL
FOR THE UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT**

INSTRUCTIONS

CJA Appellate Panel: 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. Attorneys must also maintain a physical office within the circuit since the Plan's appointment provisions generally call for appointment of counsel from the district in which the case arose.

CJA Appellate Panel members are appointed in rotating order in direct criminal appeals in which trial counsel has been granted leave to withdraw. Notification of potential case assignments is sent through CJA eVoucher. All appointments are subject to maximum case compensation provisions.

Application Period: The CJA Panel application period runs from June 1 to September 1 each year.

Please submit the following documents in PDF format:

- the completed application form
- your resume
- an appellate brief (preferably federal criminal) you have prepared and a copy of the court opinion; please do not submit sealed materials

via email to: 4CCA-CJA_Apps@ca4.uscourts.gov.

Email transmissions cannot exceed 4.5 MB. Your application will be acknowledged upon receipt.

FOURTH CIRCUIT CJA PANEL APPLICATION

1. **Name** _____
Firm Name _____
Office Address _____
City, State, Zip _____

Email _____ Fax No. _____

Office Phone No. _____

2. **Education** – Graduated from:

School of Law _____ Year _____

3. **Bar Admissions** – List each court with date of admission (include Fourth Circuit admission date):

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. **Criminal Actions** - Have you ever been convicted of any criminal offense (misdemeanor or felony)? _____. If so, please explain in detail on a separate sheet of paper.

6. **Experience**

A. **CJA Experience** – Have you ever been, or are you currently, a member of a CJA or comparable state panel in another jurisdiction? _____. If so, please list the court(s) and approximate dates of service:

Have you been rejected for membership, or has your membership been terminated, on a CJA or comparable state panel in another jurisdiction? _____. If so, please identify the panel and state the reasons below.

B. Appellate Experience –

Federal Criminal or Habeas Appeals: How many appellate briefs have you filed in federal court in criminal or habeas cases? _____. How many of these appeals have you argued in federal court? _____.

Federal Civil Appeals: How many appellate briefs have you filed in federal court in civil cases? _____. How many of these appeals have you argued in federal court? _____.

State Criminal Appeals: How many appellate briefs have you filed in state court in criminal cases? _____. How many of these appeals have you argued in state court? _____.

Please list three federal criminal or habeas appeals you have handled. If you have not handled three federal criminal or habeas appeals, list federal civil appeals or state criminal appeals. Provide the case number, case name, and court.

Writing Sample – Please provide, as an example of your writing and advocacy skills, a copy of the brief you authored in one of the cases listed. (Please do not submit sealed materials or an Anders brief as a sample of your work.) Has the appeal been decided? _____. If so, please also provide a copy of the opinion.

C. Trial Experience –

Federal Criminal Trials: How many criminal cases have you tried in federal court? _____.

Federal Civil Trials: How many civil cases have you tried in federal court? _____.

State Criminal Trials: How many criminal cases have you tried in state court? _____.

Please list three federal criminal cases you have tried. If you have not tried three federal criminal cases, list federal civil trials or state criminal trials. Provide the case number, case name, and court.

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.

7. **Access to Legal Resources** – Please describe the legal resources to which you have access, e.g. WestLaw, LexisNexis, etc.

8. **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.

9. **Education and Training** – Please identify any education or training relative to criminal or appellate practice you have received within the last five years. Please include the dates such education or training was completed.

<u>Title of Training</u>	<u>Number of Hours</u>	<u>Date Completed</u>
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10. **References** – Please list the name, address, and telephone number of two references who can assess your skills relevant to this panel:

Date

Applicant's Signature