



CJA PANEL APPLICATION

(All applicants must attach a current copy of their resume denoting professional experience.)

1. GENERAL BACKGROUND

Name: _____

Firm Name: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Office Telephone: _____ Office Fax: _____

Home or Mobile Telephone: _____

Email Address: _____

Law School Attended: _____

Degree: _____ Date Awarded: _____

Dates of Bar Admission:

U.S.D.C. District of Vermont: _____ State of Vermont: _____

2nd Circuit Court of Appeals: _____ U.S. Supreme Court: _____

Other: _____

Please indicate your primary area of practice:

Do you hold any public office or positions? Yes ____ No ____

If yes, please specify:

Please list any foreign languages in which you are fluent:

I am applying for (choose only one):

____ Training Panel

____ CJA Panel (new)

____ CJA Panel (from Training Panel)

____ CJA Panel (reappointment)

I prefer assignment of cases in the following areas of Vermont:

____ Brattleboro

____ Burlington

____ Rutland

____ No preference

2. PROFESSIONAL EXPERIENCE

Please describe your experience with criminal practice, with particular attention to federal criminal practice:

Please describe your commitment to providing criminal defense services to indigent clients:

Please describe your experience and familiarity with the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, and the United States Sentencing Guidelines:

Provide approximate number of criminal proceedings you have handled during the last five years in the following categories. Specify as to each category the number of cases in which you were lead counsel.

	Federal	Lead #	State	Lead #
Jury Trials	_____	_____	_____	_____
Bench Trials	_____	_____	_____	_____
Pleas/Sentencings	_____	_____	_____	_____
Appeals	_____	_____	_____	_____
Other Evidentiary Hearings	_____	_____	_____	_____

Provide approximate number of civil proceedings you have handled during the last five years in the following categories. Specify as to each category the number of cases in which you were lead counsel.

	Federal	Lead #	State	Lead #
Jury Trials	_____	_____	_____	_____
Bench Trials	_____	_____	_____	_____
Depositions	_____	_____	_____	_____
Appeals	_____	_____	_____	_____
Other Evidentiary Hearings	_____	_____	_____	_____

Please describe any other experience you believe is relevant to your application:

For applicants to the Training Panel

The CJA Training Panel Program Guidelines require that applicants for the CJA Training Panel have observed at least parts of three federal criminal cases. **Describe how you have fulfilled this requirement, referring specifically to the names and dates of the cases you have observed, and the parts of the cases observed.**

For applicants seeking to move from the Training Panel to the full CJA Panel

The CJA Training Panel Standards for the District of Vermont require that in order for a Training Panel member to be considered eligible for appointment to the CJA Panel, the applicant must have either: A) primary responsibility for handling a minimum of three federal criminal cases as retained counsel, or B) serve in a “second-chair” capacity to a CJA Panel Attorney, the Federal Public Defender, or a Federal Public Defender Staff Attorney in a minimum of three criminal cases. As a minimum for each case, the Training Panel member would also be required to conduct or “second-chair” an initial appearance, including a detention hearing; review all discovery material for the case (including the standing discovery order in place for the District of Vermont, all other applicable Local Rules and Federal Rules of Criminal Procedure); analyze the evidence for possible motions; participate in any evidentiary hearings or trials scheduled; review the United States Sentencing Guidelines and the Presentence Report; participate in drafting defense positions; conduct or attend the sentencing hearing; and review the file for potential appellate issues. **Please describe how you have satisfied these requirements. Please also arrange for any attorney with whom you have “second-chaired” a case to submit a statement to the Panel Selection Committee of his or her opinion regarding your readiness for consideration for the full CJA Panel.**

3. CONTINUING LEGAL EDUCATION

For new applicants to the CJA Panel

I have earned ____ continuing legal education credits in the areas of criminal practice and/or criminal defense work over the last five years.¹

Name of Course and Sponsoring Agency	Date Attended	# of Credits
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

For applicants for reappointment to the CJA Panel

I ____ have ____ have not earned five continuing legal education credits annually in the areas of criminal practice and/or criminal defense work since my last appointment to the CJA Panel.

Name of Course and Sponsoring Agency	Date Attended	# of Credits
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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¹ The Criminal Justice Act Plan for the District of Vermont requires that each panel member earn not less than five continuing legal education credits annually in the areas of criminal practice and/or criminal defense work.

If the answer to the above is negative, please describe any facts or extenuating circumstances you think are relevant to the Committee's review of your application for reappointment:

For applicants seeking to move from the Training Panel to the full CJA Panel

I ___ have ___ have not attended a minimum of two criminal practice training seminars, one of which specifically addressed the United States Sentencing Guidelines.

Name of Course and Sponsoring Agency	Date Attended	# of Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For applicants to the Training Panel

I ___ have ___ have not attended a minimum of one training seminar in the last five years on the United States Sentencing Guidelines.

Name of Course and Sponsoring Agency	Date Attended	# of Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. CHARACTER AND ETHICS

Have you ever been convicted of any crimes or violations, other than minor traffic infractions not involving damage to persons or property? Yes ___ No ___

Do you have any prior or pending disciplinary complaint(s) as to which a finding has been made that the complaint(s) should proceed to a hearing? Yes ___ No ___

Have you ever been denied admission to, been disciplined by, resigned from, surrendered your license to practice before, or withdrawn an application for admission to practice while facing a disciplinary complaint before, this court or any other court? Yes ____ No ____

If you answer in the affirmative to any of the three previous questions, please describe the full circumstances of any conviction, complaint, denial, discipline, resignation, surrender or withdrawal, including the reasons therefore. You must also describe any penalty, sanction, or other discipline imposed, whether the discipline was satisfied, and whether you are currently in good standing in the relevant jurisdiction(s).

For CJA Admissions Committee Use Only			
Approved for Active CJA Panel	<input type="checkbox"/>	Date Approved:	_____
Approved for Training Panel	<input type="checkbox"/>	Date Approved:	_____