

**APPLICATION FOR PLACEMENT ON THE CRIMINAL JUSTICE ACT PANEL
EASTERN DISTRICT OF WASHINGTON**

Attorneys who apply for placement on the CJA Panel must be members in good standing of the Federal Bar of this District, and have demonstrated experience in, and knowledge of, the Federal Rules of Criminal Procedures, the Federal Rules of Evidence, the Sentencing Guidelines, the Bail Reform Act, and the local criminal procedures for the Eastern District of Washington. Qualified attorneys shall have practiced law for at least three years and shall meet the requirements set forth in the District's Criminal Justice Act Plan.

As provided for in the CJA Plan for the Eastern District of Washington (please review for attorney qualifications), applications for placement on the CJA Panel will be submitted to the CJA Panel Committee. **APPLICATIONS ARE DUE BY DECEMBER 31.** The Panel Committee typically meets in January to review Panel applications. Prior to placement on the CJA Panel, Panel Committee recommendations for placement on the Panel are provided to the District Judges for approval.

By completing this form, you agree to be placed on a list of counsel available for appointment to represent indigent Defendants in criminal cases in this District. In most instances you would be asked to accept cases in the city which you reside; however, on rare occasions, you may be called upon to accept a case originating in another city - Spokane, Yakima, or Richland.

Please complete and email to:

**Renea Grogan, Chief Deputy Clerk of Court
United States District Court
Renea_Grogan@waed.uscourts.gov**

NAME:

NAME OF LAW FIRM: OFFICE

ADDRESS:

OFFICE TELEPHONE:

FAX NUMBER:

EMAIL ADDRESS:

If you have not already registered for electronic (CM/ECF) filing, you may use the registration form on the website, www.waed.uscourts.gov.

Please provide your social security number, which will be kept confidential. The National CJA Computer Program uses your social security number as an ID number in the system. In addition, please provide your Law Firm Tax ID Number, if any, which will be used for tax reporting purposes. If no Law Firm Tax ID Number is provided, your social security number will be used for tax reporting purposes.

1. Social Security Number:
2. Law Firm Federal Tax ID Number, if any:
3. Names of Partners and/or Associates on CJA Panel:
4. Have you been on a CJA Panel in another District? ☐ Yes ☐ No
If the answer is “yes”, list the District(s) and dates of service:
5. Number of years you have been practicing law:
6. Year of Admission to the Bar of the United States District Court, Eastern District of Washington:
7. Please elaborate on your criminal trial experience, including number of trials, whether the cases were state or federal, and whether the charges were misdemeanors or felonies. Also, list by name and case number each federal and state felony criminal case in this district from the last three years in which you were an attorney of record.

8. Have you completed any courses on the Federal Sentencing Guidelines?

☐

Yes

☐

No

If the answer is “yes”, list the name and date of the course(s):

9. Please describe your familiarity with the Federal Sentencing Guidelines.

10. Have you completed any courses on the Bail Reform Act?

☐

Yes

☐

No

11. Please list special qualifications you have, such as public defender, prosecuting attorney, federal judicial law clerk experience, etc.

12. Are you willing to be placed on the list of attorneys who take appeals?

☐

Yes

☐

No

13. Have you been disciplined by a Bar Association or sanctioned by a Court?

☐

Yes

☐

No

If your answer is “yes”, describe in detail on a separate sheet the circumstances surrounding the complaint or sanction, including dates, and out the outcome.

14. Attach at least two letters of recommendation from attorneys who have observed you in court and who currently have active practices in which they have represented defendants charged with felonies in the Eastern District of Washington.
15. PLEASE ATTACH A RECENT RESUME.

SIGNATURE

DATE