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

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. The maximum compensation in such cases is $7,100.

CJA Capital Appellate Panel: 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. Membership on the Capital Appellate Panel is open to attorneys from outside the circuit.

Capital Appellate Panel members are appointed as needed to provide representation in direct and collateral appeals in capital cases. Two attorneys are appointed in capital cases. If the attorneys, in combination, anticipate spending more than 300 hours at the appeal stage for a collateral capital appeal or more than 100 hours at the certiorari stage for a collateral capital appeal, advance approval of a case budget is required.

Application Process: Counsel applying for membership on the CJA Appellate Panel should complete questions 1 through 8. Counsel applying for membership on the Capital Appellate Panel should complete questions 1 through 9.

Please submit:

- the completed questionnaire
- your resume
- an appellate brief you have prepared and a copy of the court opinion (see question 6.B)

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

Email transmissions in excess of 4.5 MB are blocked by the judiciary's email system. Please divide your application into separate email transmissions if the combined materials exceed 4.5 MB. Your application will be acknowledged upon receipt.

APPLICATION FOR MEMBERSHIP ON (check all that apply)

_____ CJA Appellate Panel

_____Capital Appellate Panel

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

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

_____

_____

10. **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

B. **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:

_____

C. **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:

Date

Applicant's Signature

SAVE PRINT RESET FORM