

Application for Membership on the Criminal Justice Act Panel for the Western District of Pennsylvania

This Criminal Justice Act Panel Application is to be completed by attorneys requesting to represent clients under the provisions of the Criminal Justice Act in the United States District Court for the Western District of Pennsylvania, pursuant to 18 U.S.C. § 3006A.

Pittsburgh Division ____ Erie Division ____ Johnstown Division ____

For new applicants, the following documents must accompany the application:

- a resume that includes, at a minimum, college, law school, and any post-law school employment;
- a copy of a CLE Attendance History Report from the Pennsylvania CLE Board which summarizes your CLE attendance over the past three (3) years; and
- samples of your writing in the following order of preference: 1) if possible, submit two (2) federal sentencing submissions; 2) if not, provide a recent (preferably within the past year) substantive piece of writing in a criminal case; 3) if you cannot provide either 1 or 2, please submit a recent (preferably within the past year) writing sample from any case.

For reappointment applicants, you must complete this application in full, and the following documents must accompany the application:

- a copy of a CLE Attendance History Report from the Pennsylvania CLE Board which summarizes your CLE attendance over the past three (3) years; and
- samples of your writing in the following order of preference: 1) if possible, submit one (1) federal sentencing submission; 2) if not, provide a recent (preferably within the past year) substantive piece of writing in a criminal case; 3) if you cannot provide either 1 or 2, please submit a recent (preferably within the past year) writing sample from any case.

If you have questions, please contact Tina Famiglietti (Tina_Famiglietti@fd.org).

***Please send the application and all documents
requested to:***

**Federal Public Defender
ATTN: CJA Applicant
1001 Liberty Avenue, Suite 1500
Pittsburgh, PA 15222**

Section 1 – Personal Information

Full Name: _____

Firm Name: _____

Office Address: _____

Office Telephone _____

Office Fax: _____

Cell Telephone _____

Date of Birth: _____

Social Security # -OR- Employer/Tax ID: _____

Section 2 – Education

Name of College(s) Attended:

Date of Graduation and Degree Received:

Name of Law School(s) Attended:

Date of Graduation and Degree Received:

Section 3 – Bar Admissions

Admitted To Practice In:

Supreme Court of Pennsylvania Date Admitted: _____

PA Supreme Court ID: _____

United States District Court, WDPA Date Admitted: _____

United States District Court, WDPA Date Admitted: _____

United States District Court, WDPA Date Admitted: _____

Bar Admissions in other jurisdictions. Please list each court with admission date:

Section 4 – Previous Panel Experience
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A. Are you currently a member of the WDPA Panel? _____ If so, list the beginning date of your service:

B. If not, have you previously applied for appointment to this panel? _____

C. If so, and you were not selected, list the date of each application, if known:

D. Have you previously served on this WDPA panel? Yes _____ No _____

E. If so, list the dates of your service:

F. If your service on the panel has not been continuous, please explain:

- G. Are you currently serving or have you previously served on a CJA panel in another federal district: Yes _____ No _____
- H. If so, list each panel and the dates of your service. If no longer serving on the other panel(s), please explain:
- I. Have you ever been removed from, or not renewed on any panel: _____
- J. If so, please provide details, including which panel, the year of removal or non-renewal, and the reasons given:

Section 5 – Legal Experience

- A. If you have been employed as a prosecutor, public defender, or judicial law clerk, please give the name of the office, the dates of employment, the position held, and whether the positions were full- or part-time:
- B. Summarize the general nature of your law practice, including the percentage of your practice dedicated to the representation of persons accused of a crime:

E. Please list other matters related to criminal practice: motions, habeas corpus, probation or parole revocations, misc., and grand jury representations, etc.:

Section 6 – Disciplinary/Other Actions

- A. Since becoming a lawyer, have you been convicted of a crime or censured, suspended, disciplined, or disbarred by any court? Yes _____ No _____

If yes, describe the circumstances, including dates and name of court:

- B. Have you ever been held in contempt of court? Yes _____ No _____

If yes, describe the circumstances, including dates and name of court:

- C. Do you presently have any disciplinary actions, contempt or other proceedings pending against you in any court? Yes _____ No _____

If yes, describe the circumstances, including dates and name of court:

Section 7 – CJA Panel Membership

A. Do you understand and agree that if you are appointed on any matter before the United States District Court for the Western District of Pennsylvania, that appointment will continue through any appeal that may be taken to the Third Circuit Court of Appeals and to the Supreme Court of the United States, as well as any subsequent Motion for Reduction of Sentence which may be appropriate, as well as any related proceedings that may result unless relieved from the appointment by Order of Court? Yes _____ No _____

B. Are you willing to accept appointments to death penalty habeas corpus cases? Yes _____ No _____ *If so, a separate application may be provided to you for membership on the CJA Death Penalty Panel.*

C. Are you willing to accept appointments to federal capital prosecutions? Yes _____ No _____ *If so, a separate application may be provided to you for membership on the CJA Federal Capital Panel.*

D. Have you received formal training on the U.S. Sentencing Guidelines? Yes _____ No _____

If yes, when? _____ Where? _____

Who sponsored that training? _____

If no, your application will be entertained regardless of the fact that you do not have the required training. If chosen for membership in the CJA Panel, training will be provided to you by the Federal Public Defender's office; however, you will not receive any case appointments until the guideline training requirement is satisfied.

E. Do you understand that there are compensation limits for appointed counsel under the Criminal Justice Act and that the Court is the final arbiter of the payment of counsel? Yes _____ No _____

F. Are you willing to accept an appointment that could require representation at a trial or other hearing that could exceed a period of one (1) week? Yes _____ No _____

G. _ Do you understand that you are personally responsible for representation of any client you are appointed to represent and may not transfer the representation to any associate, party, or other attorney? Yes _____ No _____

H. Do you have a working familiarity with the following rules and guidelines?

The Federal Rules of Criminal Procedure Yes _____ No _____

The Federal Rules of Appellate Procedure Yes _____ No _____

The Federal Rules of Evidence Yes _____ No _____

The United States Sentencing Guidelines Yes _____ No _____

The Rules of Court for the WDPA Yes _____ No _____

The Third Circuit Rules and Procedures Yes _____ No _____

I. By checking the following, you certify that you have access to the following:

_____ A Pacer account

_____ A WDPA court issued login/password with ECF

_____ Access to an on-line legal research account such as Westlaw/Lexis

_____ Telephone answering machine or equivalent answering service _____

Ability to accept collect calls

J. Please describe why you would like to participate in the CJA Panel program for the Western District of Pennsylvania:

K. If it is necessary to do so, have you received approval from your law firm, or other partners, to participate in the CJA Panel program?

Yes _____ No _____ Not Applicable _____

L. Please list any professional organizations to which you belong:

M. Please indicate if you have any specialized legal training or experience (e.g. Appellate Work, Immigration, Accounting, etc.):

N. Please list any additional information you feel is pertinent but not covered above:

DATE

APPLICANT SIGNATURE

For CJA Selection Committee Use Only:

Applicant Recommended: _____ Applicant Rejected: _____

Comments: