

**CRIMINAL JUSTICE ACT  
APPLICATION FOR PANEL MEMBERSHIP**

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Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Firm's Employer I.D. #: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ Bar No. \_\_\_\_\_

Law School: \_\_\_\_\_ Date/Degree: \_\_\_\_\_

Jurisdictions in which currently admitted or licensed to practice law:

State:	Date of Admission:
_____	_____
_____	_____
_____	_____

U.S. District Court:	Date of Admission:
_____	_____
_____	_____
_____	_____

U.S. Appellate Court:	Date of Admission:
_____	_____
_____	_____

Date of Admission to U.S. Supreme Court: \_\_\_\_\_

Do you own or have ready access to the following books or their equivalents?

current <i>United States Sentencing Guidelines Manual</i>	yes <input type="checkbox"/>	no <input type="checkbox"/>
current <i>Federal Criminal Code and Rules</i>	yes <input type="checkbox"/>	no <input type="checkbox"/>
current <i>9<sup>th</sup> Circuit Model Uniform Criminal Jury Instructions</i>	yes <input type="checkbox"/>	no <input type="checkbox"/>

Federal judges (other than immigrations judges) and federal magistrate judges before whom you have tried a case:

<u>Judge</u>	<u>Case Name And Number</u>	<u>Approximate Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Federal appellate experience:

<u>Circuit</u>	<u>Case Name &amp; Number</u>	<u>Oral Argument Held?</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any specific experience or training you have in criminal law (other than already noted above):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# STANDARDS FOR THE ADMISSION OF ATTORNEYS TO THE CJA PANEL DISTRICT OF ALASKA

## Selection

The Selection Committee has established sub-panels for appeals (District-wide), habeas corpus litigation (District-wide), felony representation (separate for Anchorage, Fairbanks, and Other Areas) and misdemeanor representation (separate for Anchorage, Fairbanks, and Other Areas).

The geographical area in which an attorney wishes to practice will be designated by the attorney. However, the court will usually not appoint an attorney with offices at an inconvenient distance from the court where proceedings in an original criminal prosecution will be conducted. Because hearings on habeas corpus petitions are commonly convened by telephone, attorneys throughout the District are eligible for appointment. Similarly, appeals may be taken by attorneys with offices anywhere in the District.

## Qualifications for Felony Attorneys:

1. Licensed to practice in the U.S. District Court for the District of Alaska.
2. Represented individuals or the prosecuting authority in ten criminal cases, three of which were felonies, either as lead counsel or second-chair, in state, military or federal court. The applicant will supply the name and jurisdiction of each case **upon request**; an applicant offering cases in which he or she second-chaired will submit a letter from the lead attorney in each case he or she second-chaired confirming his or her participation in the case.
3. Tried three cases or participated in three substantial pretrial or administrative hearings, or has completed a combination of trials and substantial courtroom or hearing work. If the experience offered is other than trial experience, the applicant shall describe the nature of each "courtroom equivalent" case. Names and jurisdictions of cases tried shall be provided **upon request**.
4. Has attended a 3-hour Sentencing Guidelines seminar or submits a written commitment from an attorney who has appeared in at least five cases subject to the Sentencing Guidelines that such attorney will counsel the panel member on Guidelines issues. Both the Federal Defender and the U.S. Probation Offices offer guideline seminars at no charge.

## Qualifications for Misdemeanor Attorneys:

1. Licensed to practice in the U.S. District Court for the District of Alaska.
2. Represented individuals or the prosecuting authority in five criminal cases, either as lead counsel or second-chair, in state, military or federal court. The applicant will supply the name and jurisdiction of each case **upon request**; an applicant offering cases in which he or she second-chaired will submit a letter from the lead attorney in each case he or she second-chaired confirming his or her participation in the case.
3. Tried three cases or participated in three substantial pretrial or administrative hearings, or has completed a combination of trials and substantial courtroom or hearing work. If the experience offered is other than trial experience, the applicant shall describe the nature of each "courtroom equivalent" case. Names and jurisdictions of cases tried shall be provided **upon request**.
4. Has attended a 3-hour Sentencing Guidelines seminar or submits a written commitment from an attorney who has appeared in at least five cases subject to the Sentencing Guidelines that such attorney will counsel the panel member on Guidelines issues. Both the Federal Defender and the U.S. Probation Offices offer guideline seminars at no charge.

## Qualifications for Appellate Counsel:

1. Licensed to practice in the Ninth Circuit Court of Appeals or has submitted application.
2. Represented individuals or the prosecuting authority in ten criminal matters, either as lead counsel or as second chair, in state or federal court. The applicant shall supply the name and jurisdiction of each case **upon request**; an applicant offering cases in which he or she second-chaired will submit a letter from the lead attorney in each case he second-chaired confirming his or her participation. The applicant may substitute for criminal experience comparable civil or administrative experience which will involve no less than ten separate civil matters which concluded at verdict,

settlement, or decision. The applicant should describe each such "litigation experience" in sufficient detail that the Selection Committee may determine whether the experience is comparable to the criminal experience otherwise required.

3. Tried three cases or participated in three substantial pretrial or administrative hearings or has completed a combination of trials and substantial courtroom or hearing work. If the experience offered is other than trial experience, the applicant shall submit a description of the "courtroom equivalent" work. Names and jurisdictions of cases tried shall be provided **upon request**.

4. Has completed a three hour Sentencing Guidelines seminar or submits a written commitment from an attorney who has appeared in at least five cases subject to the Sentencing Guidelines that such attorney will counsel the panel member on Guidelines issues. Both the Federal Defender and the U.S. Probation Offices offer guideline seminars at no charge.

5. Has written five appeals in state or federal court or military courts as the lead attorney or as a law clerk, associate or contract attorney primarily responsible for the final product. One year of a judicial clerkship shall serve as a substitute for this requirement. The applicant shall provide the name and jurisdiction of each case **upon request**, or the judge and year of the clerkship.

**Qualifications for Habeas Attorneys:**

1. Admitted to practice in the U.S. District Court for the District of Alaska and the Court of Appeals for the Ninth Circuit.

2. Has represented individuals or the prosecuting authority in ten criminal matters either as lead counsel or as second chair, in state or federal court. The applicant will supply the name and jurisdiction of each case **upon request**. If the applicant desires the committee to consider cases that he or she second-chaired, then he or she will submit a letter from each lead attorney documenting his or her participation. The applicant may substitute for criminal experience ten civil matters which concluded at verdict, settlement, or administrative decision. The applicant should describe each such experience in sufficient detail that the Committee may determine that it is comparable to a representation in a criminal matter.

3. Tried three cases or participated in three substantial pretrial or administrative hearings. If the experience offered is other than courtroom work, the applicant shall provide a description of the work on each case. Names and jurisdiction of cases tried shall be provided **upon request**.

4. Has written five appeals in state or federal court or military court as lead attorney or law clerk, associate or contract attorney primarily responsible for the final product. One year of a judicial clerkship shall serve as a substitute for this requirement.

\* Administrative hearings before the Department of Motor Vehicles involving the revocation or suspension of drivers licenses shall not qualify as administrative experience equivalent to litigation.

\*\* A panel member may restrict his or her availability to certain time periods or to a certain number of cases per year.

**NOTE:** The qualifications for admission to the panel may be waived for an individual with substantial legal experience who will be sponsored by a member of the CJA panel, who agrees to consult on matters of federal criminal law.

# APPLICATION FOR ADMISSION TO CJA PANEL

Name:	_____
Address:	_____
	_____
Telephone:	_____
Fax:	_____

## FELONY LIST

\_\_\_\_ ANC  
\_\_\_\_ FBX  
\_\_\_\_ OTHER

1. \_\_\_\_\_ Licensed to Practice  
in U.S. District Court  
for Alaska.
2. \_\_\_\_\_ Represented a Party  
in 10 Criminal Cases  
**and**  
Represented a Party  
in 3 Felony Cases  
**and**  
Tried 3 Cases
3. \_\_\_\_\_ Attended Guidelines  
Training -- Date: \_\_\_\_\_  
Institution Offering  
Program: \_\_\_\_\_
4. \_\_\_\_\_ Sponsorship Letter Attached  
(If any above qualifications  
are not met).

## MISDEMEANOR LIST

\_\_\_\_ ANC  
\_\_\_\_ FBX  
\_\_\_\_ OTHER

1. \_\_\_\_\_ Licensed to Practice  
in U.S. District Court  
for Alaska.
2. \_\_\_\_\_ Represented a Party  
in 5 Criminal Cases  
**and**  
Tried 3 Cases
3. \_\_\_\_\_ Attended Guidelines  
Training -- Date: \_\_\_\_\_  
Institution Offering  
Program: \_\_\_\_\_
4. \_\_\_\_\_ Sponsorship Letter Attached  
(If any above qualifications  
are not met).

# APPLICATION FOR ADMISSION TO CJA PANEL

Name:	_____
Address:	_____ _____ _____
Telephone:	_____
Fax:	_____

## APPEALS LIST

1. \_\_\_\_\_ Licensed to Practice in Ninth Circuit Court of Appeals or Submitted Application.
2. \_\_\_\_\_ Represented Parties in 10 Civil or Criminal Cases  
and  
Tried 3 Cases.  
and  
Wrote 5 Appeals.  
or  
Completed One Year of A Judicial Clerkship.
3. \_\_\_\_\_ Attended Guidelines Training -- Date: \_\_\_\_\_  
Institution Offering Program: \_\_\_\_\_
4. \_\_\_\_\_ Sponsorship Letter Attached (If any above qualifications are not met).

## HABEAS LIST

1. \_\_\_\_\_ Licensed to Practice in U.S. District Court and Ninth Circuit or has Submitted Application.
2. \_\_\_\_\_ Represented Parties in 10 Civil or Criminal Cases  
and  
Tried 3 Cases.  
and  
Wrote 5 Appeals.  
or  
Completed One Year of A Judicial Clerkship.
3. \_\_\_\_\_ Sponsorship Letter Attached (If any above qualifications are not met).