



UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA

**Application for Criminal Justice Act Panel Membership**

**Section 1—Contact Information**

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

**Business Contact Information**

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

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

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Cell: \_\_\_\_\_

Work Fax: \_\_\_\_\_

Work Email: \_\_\_\_\_

**Personal Contact Information**

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

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Cell: \_\_\_\_\_

Home Email: \_\_\_\_\_

**Section 2—Law School Education**

Law School: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

### Section 3—Bar Admissions

List all courts (including state bar admissions, the Middle District of Florida, the Eleventh Circuit, and the Supreme Court) in which you are presently admitted to practice, giving the dates of admission in each instance.

<u>State</u>	<u>Bar ID Number</u>	<u>Date of Admission</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

  

<u>Court</u>	<u>Date of Admission</u>
_____	_____
_____	_____
_____	_____

### Section 4—CJA Panel Preferences

Select each divisional panel to which you apply:

- ☐ Fort Myers
- ☐ Jacksonville
- ☐ Ocala
- ☐ Orlando
- ☐ Tampa

Are you an appellate-only lawyer? (Check “Yes” if you will accept ONLY an appeal.) If yes, skip to Section 5 and complete Sections 5 through 15.

- ☐ Yes
- ☐ No

Are you willing to accept an appointment to appear before a “duty” magistrate judge?

- ☐ Yes
- ☐ No

If yes, can you appear in court within two hours of notification in each division to which you apply?

- ☐ Yes
- ☐ No

If not, enter an explanation here.

In which of the following categories of cases will you accept an appointment?

- ☐ 0–12 trial days
- ☐ 13 or more trial days

Are you willing to handle an appeal from a trial in which you were not trial counsel?

- ☐ Yes
- ☐ No

Are you willing to handle a habeas corpus case?

- ☐ Yes
- ☐ No

Are you willing to handle a death penalty habeas corpus case?

- ☐ Yes
- ☐ No

### Section 5—Office Location and Waiver

Do you maintain a primary, satellite, or shared office in the Middle District of Florida?

- ☐ Yes
- ☐ No

If YES, enter address here

\*If not, you must submit a **waiver** request for each divisional panel to which you apply. *See* [CJA Plan, Section 1.05\(b\)](#).

### Section 6—Continuing Legal Education (CLE)

List your CLE experience as a participant or as a lecturer in a criminal or trial advocacy program within the last three years.

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Within the last twelve months, have you attended and completed a live course, video-taped course, or seminar on the Federal Sentencing Guidelines?

- ☐ Yes
- ☐ No

If so, was the Federal Sentencing Guidelines course or seminar either sponsored by a local Federal Bar Association or approved by the Federal Public Defender of the Middle District of Florida?

☐ Yes

☐ No

Within the last twelve months, have you attended a CLE about federal court criminal practice or have you reviewed an approved video presentation about Middle District of Florida criminal practice (the video presentation is on file in each Federal Defender Office in the district)?

☐ Yes

☐ No

## Section 7—Legal and Trial Experience

\*Attach to this application a **current resume** that includes, at a minimum, college, law school, all post-law school employment, and two professional references.

Briefly describe the nature of your present practice:

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State the number of cases you have tried to verdict, including the court in which they were tried.

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Describe your last three criminal trials, including the type of case, judge's name, prosecutor's name, case number, and date of trial. (Attach additional sheet if necessary.)

Judge	Prosecutor	Client Name & Case Number	Date of Trial

List by name the federal judges before whom you have appeared for a criminal matter:

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Have you had occasion to use or apply the Federal Sentencing Guidelines?

☐ Yes

☐ No

If so, describe.

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If you are willing to represent clients in death penalty habeas corpus cases, describe your relevant experience:

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Have you participated as counsel of record, either as prosecutor or defense attorney, in at least one criminal jury trial in any federal court?

☐ Yes

☐ No

If not, have you participated in a federal criminal jury trial by sitting “second chair” to a member of a divisional CJA Mentor Panel?

☐ Yes

☐ No

\*If you have participated as a “second chair” to a member of a divisional CJA Mentor Panel, attach to this application a **letter** from the member verifying that you have completed the mentor program.

## Section 8—Board Certification

List any area of law in which you are board-certified, including criminal trial, civil trial, appellate, or other, and the state in which you are certified.

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## Section 9 – Research and Writing Experience

\*Attach to this application a **writing sample** that has not been edited by others.

Have you ever been employed as a full-time prosecutor, public defender, or law clerk to a judge or justice?

☐ Yes

☐ No

If yes, describe the position, the name of your employer, and the dates of employment.

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Describe any specialized training or experience in the field of legal research or writing:

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## Section 10—Prior CJA Experience

Have you in the past been a member of a CJA Panel for this Court?

- ☐ Yes  
☐ No

List any other court's CJA Panel of which you have previously been a member:

<u>Court CJA Panel</u>	<u>Dates</u>
<hr/>	<hr/>
<hr/>	<hr/>
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Have you ever been removed from or voluntarily resigned from this Court's CJA Panel or any other court-appointed attorney panel for disciplinary reasons?

- ☐ Yes  
☐ No

If so, explain on a separate sheet.

## Section 11—Appellate Experience

Approximately how many appellate briefs have you filed in the last five years? List each court and the number of briefs.

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How many oral arguments have you participated in over the last five years? List each court and the number of OAs.

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Briefly describe your experience with federal habeas corpus proceedings:

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Describe the most significant appellate matter you have handled including the case name and number, whether oral argument was granted, and the disposition of the case.

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### **Section 12—Other Skills and Experience**

Briefly describe any other experience that bears on your qualification to serve as CJA counsel (i.e., teaching, bar activities, writing).

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List any language in which you are fluent:

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### Section 13—Disciplinary Actions

Are you in good standing with this court's bar, The Florida Bar, and if applicable, the Bar of the Eleventh Circuit?

☐ Yes

☐ No

Have you ever been disciplined by a court, The Florida Bar, or any other state agency regulating attorneys?

☐ Yes

☐ No

\*If so, explain in detail on a separate sheet the nature of the discipline and the conduct that led to the disciplinary action.

Are you the subject of any pending disciplinary action by the Bar of any jurisdiction or by a court?

☐ Yes

☐ No

\*If so, explain in detail on a separate sheet the nature of the pending disciplinary action.

Have you ever been found by a court to have provided constitutionally ineffective assistance of counsel (irrespective of whether such ineffective assistance of counsel resulted in prejudice to a defendant)?

☐ Yes

☐ No

\*If so, explain in detail on a separate sheet the finding about constitutionally ineffective assistance of counsel and the outcome of any appeal.

Has a court or judicial officer ever made an express written finding that you have been untruthful or lacked candor to a court or judicial officer?

☐ Yes

☐ No

\*If so, explain in detail on a separate sheet the finding and the outcome of any appeal.

## Section 14—Mentor Panel

Are you willing to serve a three-year term on a division's Mentor Panel as a Mentor? *See* CJA Plan, Section 1.07.

☐ Yes

☐ No

## Section 15—Certification, Signature, and Instructions for Submission

**It is your responsibility to notify the Federal Public Defender, in writing, if any of the above information changes.**

I HEREBY CERTIFY that the information in this application is true and correct and that I have carefully read the provisions of 18 U.S.C. § 3006A(d) and (e). I request that I be considered for appointment to the panel for representation of defendants under the Plan approved in accord with the Criminal Justice Act of 1964, as amended by the CJA Revision of 1986.

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

**If you have a question about this application, contact the Attorney Services Coordinator at: (407) 835-5644. Attach all documentation before submitting the application:**

Waiver (if applicable) – See Section 5

Current Resume – See Section 7

Mentor Program Letter (if applicable) – See Section 7

Writing Sample – See Section 9

Prior CJA Removal or Resignation (if applicable) – See Section 10

Discipline (if applicable) – See Section 13

Email your signed application to the following address:

FLMD\_CJA\_APPS@FLMD.USCOURTS.GOV

Or mail your signed application to the following address:

Middle District of Florida

Attn: Attorney Services Coordinator

401 West Central Boulevard

Orlando, Florida 32801