

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

APPLICATION FOR RENEWAL OF MEMBERSHIP ON  
CJA TRIAL ATTORNEY PANEL

1. Name: \_\_\_\_\_  
LAST FIRST MIDDLE

2. Address: Office Home

FIRM NAME

STREET ADDRESS UNIT

STREET ADDRESS SUITE

CITY STATE ZIP CODE

CITY STATE ZIP CODE

EMAIL ADDRESS

BUSINESS EMAIL ADDRESS

TELEPHONE

BUSINESS TELEPHONE EXTENSION

CELL PHONE

BUSINESS FAX

3. Application for  Western Division District Court Panel  
 Eastern Division District Court Panel  
 Southern Division District Court Panel

*(Membership on a panel other than the one in the division(s) where the applicant has an office or residence is subject to the needs of the Court.)*

4. List all other panels on which you are presently serving (state or federal, trial, appellate, or habeas), including the dates of admission.

PANEL

DATE OF ADMISSION

PANEL

DATE OF ADMISSION

PANEL

DATE OF ADMISSION

5. List all trials in which you have participated (federal or state), all cases in which you have conducted a contested evidentiary hearing involving the examination of witnesses (pretrial or post-trial), and all sentencing hearings in which you litigated a significant issue or issues over the course of the last three calendar years. Please note whether you were appointed or retained in each case listed below.

(a) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_

Court, Name, and Phone Number of Presiding Judge: \_\_\_\_\_

Trial  Evidentiary Hearing  Sentencing  Appointed  Retained

(b) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Court, Name, and Phone Number of Presiding Judge: \_\_\_\_\_  
 Trial       Evidentiary Hearing       Sentencing       Appointed       Retained

(c) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Court, Name, and Phone Number of Presiding Judge: \_\_\_\_\_  
 Trial       Evidentiary Hearing       Sentencing       Appointed       Retained

(d) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Court, Name, and Phone Number of Presiding Judge: \_\_\_\_\_  
 Trial       Evidentiary Hearing       Sentencing       Appointed       Retained

(e) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Court, Name, and Phone Number of Presiding Judge: \_\_\_\_\_  
 Trial       Evidentiary Hearing       Sentencing       Appointed       Retained

(f) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Court, Name, and Phone Number of Presiding Judge: \_\_\_\_\_  
 Trial       Evidentiary Hearing       Sentencing       Appointed       Retained

(g) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Court, Name, and Phone Number of Presiding Judge: \_\_\_\_\_  
 Trial       Evidentiary Hearing       Sentencing       Appointed       Retained

(h) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Court, Name, and Phone Number of Presiding Judge: \_\_\_\_\_  
 Trial       Evidentiary Hearing       Sentencing       Appointed       Retained

(i) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Court, Name, and Phone Number of Presiding Judge: \_\_\_\_\_  
 Trial       Evidentiary Hearing       Sentencing       Appointed       Retained

(j) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Court, Name, and Phone Number of Presiding Judge: \_\_\_\_\_  
 Trial       Evidentiary Hearing       Sentencing       Appointed       Retained

6. List all **other** cases on which you have been appointed in this District since your last application.

(a) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Name of Presiding Judge: \_\_\_\_\_

(b) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Name of Presiding Judge: \_\_\_\_\_

(c) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Name of Presiding Judge: \_\_\_\_\_

- (d) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Name of Presiding Judge: \_\_\_\_\_
- (e) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Name of Presiding Judge: \_\_\_\_\_
- (f) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Name of Presiding Judge: \_\_\_\_\_
- (g) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Name of Presiding Judge: \_\_\_\_\_
- (h) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Name of Presiding Judge: \_\_\_\_\_
- (i) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Name of Presiding Judge: \_\_\_\_\_
- (j) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Name of Presiding Judge: \_\_\_\_\_

7. Have you been appointed to at least four cases per year during your preceding term? If not, explain why.  Yes  No

8. Have you requested to be placed on the Do Not Call list during the preceding term?

Yes       No

9. List the MCLE courses in criminal law, procedure, or related topics with an emphasis on criminal law that you have attended during the preceding term and state the number of credit hours for each. (Panel members are required to attend eight hours of continuing legal education in the area of criminal law each year.) In lieu of listing the courses, you may attach the MCLE certificates.

10. If applicable, please list all appeals you have handled during the last three years in any United States Court of Appeals.

(a) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Case citation (published or unpublished): \_\_\_\_\_

(b) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Case citation (published or unpublished): \_\_\_\_\_

(c) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Case citation (published or unpublished): \_\_\_\_\_

(d) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Case citation (published or unpublished): \_\_\_\_\_

(e) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Case citation (published or unpublished): \_\_\_\_\_

(f) Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_  
Party Represented: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_  
Case citation (published or unpublished): \_\_\_\_\_

11. Use the attachment pages to provide the requested information known to you and explain any "Yes" answers to the following questions. **Provide all responsive information known to you even if listed in a previous application.** Answers should not reveal privileged or confidential client information. ("Yes" answers do not necessarily disqualify an applicant.)

(a) Have you ever been arrested for, charged with, convicted of, or pleaded guilty or no contest to, the commission of any felony or misdemeanor? Unless your answer is an unqualified "no," state the complete facts and disposition, including the date, name and nature of the offense, and locality, and identify the authority in possession of the relevant records. For matters in which you were treated as a juvenile, you need only disclose convictions, adjudications, or other adverse determinations, including those resulting from no contest pleas or their equivalent.

Yes  No

(b) Have you ever been removed from or voluntarily resigned from any indigent defense panel (or removed from eligibility to receive appointments by any state, county, federal district or circuit court) other than for reasons of relocation or rotation as part of the panel's regular procedures? If so, describe the grounds given, if any, for the removal, and the reasons for the resignation. Personal, family, or health reasons need not be described in detail.

Yes  No

(c) As the holder of any public office or of any license granted by the United States, or by any state or local government (including the California State Bar), have you ever - to your knowledge - been discharged, disbarred, suspended, or otherwise disqualified, disciplined, or advised that renewal of such license would not be permitted? Have you ever - to your knowledge - been disciplined by any such body, or are you now the subject of a formal or informal investigation concerning the same? Unless your answer to both of the preceding questions is an unqualified "no," state the complete facts and disposition and identify the authority in possession of the relevant records.

Yes  No

(d) Have you ever been cited for contempt of any court or body having the power of contempt? If so, provide complete details.

Yes  No

(e) Has your professional conduct or your professional ethics (including billing practices) ever been the subject of any written inquiry by any court, administrative agency, or bar association? Unless your answer to the preceding question is an unqualified "no," state the complete facts and disposition, including the date, identity of the court, administrative agency, or bar association, and identify the authority in possession of the records.

Yes  No

(f) Have you ever been admonished or sanctioned by any court or agency? If so, provide complete details.

Yes  No

(g) Have you ever been relieved as counsel of record, whether by request or otherwise, on any case in which you were appointed to represent a party in state or federal court? Do not include instances involving substitution by retained counsel, or where the motion to be relieved was based on the existence of a conflict of interest relating to another representation. For all other motions to be relieved, provide complete details of the grounds for the motion, and **all** of the following: case name, case number, name of the party whom you represented, court, name and telephone number of judge before whom the motion was brought, and name and telephone number of opposing counsel. For motions to be relieved for personal, family, or health reasons, the grounds need not be described in detail.

Yes  No

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12. The Court realizes that instances of allegations of ineffective assistance of counsel and representations by counsel of having provided ineffective assistance of counsel can as easily demonstrate quality of performance as indicate problems with performance. With that in mind, the Court requires that you list each case in which a court has made a finding of ineffective assistance of counsel against you (whether or not there was a finding of prejudice) or in which you admitted that you provided or may have provided ineffective assistance of counsel (whether or not such caused prejudice). Provide complete details, and **all** of the following: case name, case number, name of the party whom you represented, court, name and telephone number of judge before whom the motion was brought, and name and telephone number of opposing counsel. **Provide all responsive information even if listed in a previous application.**

13. Provide three writing samples prepared during the preceding term. Preferably, the samples should include one sentencing position paper, one pretrial motion, and one post-trial motion or other trial brief. All writing submitted must be your own individual work. If you were not the sole counsel on the case, you must accurately relate your role in the preparation of the writing.

ATTACH THE THREE WRITING SAMPLES TO YOUR APPLICATION.

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I certify that I am a member of the bar of the Court of Appeals for the Ninth Circuit. I understand that I must remain in good standing with that court at all times during my tenure on the district court panel. I understand that I will be required to cover duty days, to handle appointed matters from initial appearance through conclusion, and to accept a minimum of four appointments per year.

**I will notify the CJA Supervising Attorney in writing of the following within seven days: (1) any phone number, fax, address, or email address change; and (2) any new information responsive to question numbers 11 and 12 of this application.** I accept that my failure to comply with orders, rules, regulations, policies, and procedures administered by the Court may lead to disciplinary action, including my removal from the panel. I understand my appointment to the panel is at the pleasure of the Court and subject to termination at any time. I further understand that my appointment to the panel may be reviewed at any time and will be reviewed at the conclusion of my panel term.

I certify that I have read and am familiar with the Federal Rules of Criminal Procedure, the Local Criminal Rules, the relevant portions of the Federal Rules of Civil Procedure and Local Civil Rules, the Court's General Orders, and the ethical and other requirements of the State Bar of California and California law relating to the representation of criminal defendants, as well as the Guide to Judiciary Policy, Vol. 7A. I will comply with all Court orders, rules, and regulations. I release and agree to hold harmless my present and former employers and all persons or entities concerning, without limitation, any and all statements made about me or information provided about me to the CJA Committee or its representatives. I understand that failure to provide true, correct, and complete information in answer to any of the questions on this form will be grounds for non-renewal of panel membership or removal from service on the panel at any time.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

Submit completed application to CJA Department at: [CJA@cacd.uscourts.gov](mailto:CJA@cacd.uscourts.gov)

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**



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**ATTACHMENT PAGE**

THIS PAGE MAY BE USED TO PROVIDE OR COMPLETE INFORMATION REQUESTED BY APPLICATION QUESTIONS.

**Question number:** \_\_\_\_\_

**Question number:** \_\_\_\_\_

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**Central District of California  
Criminal Justice Act Trial Attorney Panel Application**

PROFESSIONAL EXPERIENCE INQUIRY  
AUTHORIZATION AND WAIVER FORM

I authorize the administrators of the disciplinary and inquiry bodies of any court, bar, or other association to disclose to the Criminal Justice Act Committee, or its designees, including the Criminal Justice Act Trial Attorney Panel Defense Advisory Committee of the Central District of California, all information contained in the files of such bodies concerning my present professional status, all complaints that have been made against me and the disposition thereof, and any other information related to my application for the Criminal Justice Act Trial Attorney Panel for the Central District of California. I expressly waive whatever right I may have to confidentiality of the foregoing information.

I also authorize the custodian of any records or information related to my application for the Criminal Justice Act Trial Attorney Panel for the Central District of California to permit the examination or receipt of such records or information by anyone designated by the Criminal Justice Act Committee, or its designees, including the Criminal Justice Act Trial Panel Defense Advisory Committee.

\_\_\_\_\_  
PRINT OR TYPE NAME

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE SIGNED

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**Central District of California  
Criminal Justice Act Trial Attorney Panel Application**

ACKNOWLEDGMENT FORM

I understand that attorneys are selected to serve on the CJA Trial Attorney Panel at the pleasure of the Court to represent indigent defendants, that this application only provides information for the use of the Criminal Justice Act Committee, by delegation from the Court, to select members of the panel and does not create entitlement for participation on the panel or appointment to cases, and that panel attorneys are subject to removal by the Criminal Justice Act Committee.

I understand and agree that representation of an indigent client upon appointment by the Court is a professional privilege and duty and that even if I am placed on the panel, I have no right to be appointed to represent any indigent client.

I certify that I have read and understand the above and agree to it.

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
SIGNATURE OF APPLICANT