



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

APPLICATION FOR MEMBERSHIP ON THE
EDMI CJA PANEL

1. Name: _____
LAST FIRST MIDDLE

2. Business Address: _____
FIRM NAME
STREET ADDRESS SUITE
CITY STATE ZIP CODE
BUSINESS EMAIL ADDRESS
BUSINESS TELEPHONE EXTENSION
BUSINESS FAX

3. Application for ☐ Detroit Panel
☐ Flint Panel
☐ Bay City 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.

Would you be interested in being considered for the mentorship program, if you are not deemed eligible for panel membership at this time? ☐ Yes or ☐ No

Are you proficient in any languages other than English? ☐ Yes or ☐ No.

If yes, please identify the language(s) and describe your proficiency levels in listening, reading, speaking, and translating the language(s): _____

4. State Bar Memberships:

STATE	BAR ID NUMBER	DATE OF ADMISSION
STATE	BAR ID NUMBER	DATE OF ADMISSION

Date Admitted to the Bar of this Court:

DATE OF ADMISSION

5. List all other courts in which you are presently admitted to practice, including the dates of admission (pro hac vice admissions need not be reported):

COURT	DATE OF ADMISSION
COURT	DATE OF ADMISSION

6. List of at least five but no more than ten Federal or State Judges before whom you have tried a criminal case.

7. Professional Work History (use additional pages if necessary)

CURRENT POSITION (<i>Contact Information on Page 1</i>)			START DATE
(a)			
POSITION			
NAME OF FIRM			
STREET ADDRESS		SUITE	START DATE
CITY	STATE	ZIP CODE	END DATE
(b)			
POSITION			
NAME OF FIRM			
STREET ADDRESS		SUITE	START DATE
CITY	STATE	ZIP CODE	END DATE

Professional Work History (cont.)

Explain any periods during which you did not practice law, starting from when you passed the bar to the present.

8. What is the general nature of your practice?

9. Check all that apply:

- ☐ I have primarily practiced criminal law in federal court for at least five years.
- ☐ I have had primary responsibility as counsel of record in at least 40 criminal cases (state or federal), including serving as second chair in at least two federal felony trials, and have chaired or second-chaired at least four sentencing hearings where the USSG applied.
- ☐ I have served on a federal or state indigent panel. *(Please list the panel(s) and period(s) of service below.)*

If you have not checked one of the above, explain your relevant qualifications and experiences and how those will be transferable to federal felony practice in the Eastern District of Michigan (You may include civil litigation experience, such as trials, contested hearings, depositions, etc.)

10. List up to five of the most significant criminal jury trials that you have handled in the last ten years.
List the appellate case number if the case was appealed.

IF YOU HAVE NOT HANDLED FIVE FEDERAL CRIMINAL JURY TRIALS IN THE LAST TEN YEARS, PLEASE PROVIDE THE REQUESTED INFORMATION FOR ANY SIGNIFICANT FEDERAL CRIMINAL MATTERS; ANY STATE FELONY JURY TRIALS; OR ANY FEDERAL OR STATE CIVIL JURY TRIALS.

CASE 1	Case Name & No.	
	Party Rept'd & Dates of Rep.	
	Court	
	Name of Judge	
	Name of Opposing Counsel	
	Name of Co-Counsel, if Any	
	Disposition	
	Description of Case	
CASE 2	Case Name & No.	
	Party Rept'd & Dates of Rep.	
	Court	
	Name of Judge	
	Name of Opposing Counsel	
	Name of Co-Counsel, if Any	
	Disposition	
	Description of Case	
CASE 3	Case Name & No.	
	Party Rept'd & Dates of Rep.	
	Court	
	Name of Judge	
	Name of Opposing Counsel	
	Name of Co-Counsel, if Any	
	Disposition	
	Description of Case	
<i>(add pages as necessary to continue)</i>		

11. Have you had any experience with lengthy conspiracy trials?
☐ Yes ☐ No
12. Do you have any experience with death penalty cases?
☐ Yes ☐ No
13. Would you be willing to handle appeals/post-conviction matters?
☐ Yes ☐ No

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14. Summarize your experience with the federal sentencing guidelines.
(YOU MAY INCLUDE SEMINARS AND LECTURES IN ADDITION TO ANY SENTENCING MATTERS YOU HAVE HANDLED.)

15. List any seminars or workshops on criminal law, procedure, evidence, or related topics that you have attended in the past three calendar years.

16. Provide the names of three defense attorneys who know your work as co-counsel or attorney for a co-defendant.

1) _____ 2) _____ 3) _____

17. Provide the names, addresses, and telephone numbers of two professional references who are familiar with your professional abilities and reputation, ethical character, commitment to indigent defense, qualifications to handle the rigors of federal felony trial work, and time management skills.

(a) _____
NAME

BUSINESS ADDRESS

BUSINESS TELEPHONE NUMBER

CITY STATE ZIP CODE

OTHER NUMBER (HOME, CELLULAR, ETC.)

(b) _____
NAME

BUSINESS ADDRESS

BUSINESS TELEPHONE NUMBER

CITY STATE ZIP CODE

OTHER NUMBER (HOME, CELLULAR, ETC.)

18. List any awards, honors, and recognitions specifically related to criminal defense that you have received, including recognition related to verdicts and/or outcomes from significant cases in the last three years.

19. Use the provided attachment pages to explain any "YES" answers to the questions below. Answers should not reveal privileged or confidential client information. ("Yes" answers do not necessarily disqualify an applicant.)

- (a) During the last five years preceding this application, have you been arrested for, charged with, convicted of, or pleaded guilty or no contest to the commission of any felony or misdemeanor? If so, provide complete details.

☐ 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, please explain. **Personal, family, or health reasons need not be described in detail.**

☐ Yes ☐ No

- (c) Have you ever been discharged, disbarred, suspended, or otherwise disqualified, disciplined, or advised that renewal of your bar license would not be permitted by the bar of any state or by any court? Have you ever been disciplined by any such body, or are you now the subject of a formal or informal investigation concerning the same? If so, provide complete details.

☐ Yes ☐ No

- (d) 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? If so, please explain.

☐ Yes ☐ No

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

☐ Yes ☐ No

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20. Please list each case in which a court has made a finding of ineffective assistance of counsel (whether or not there was a finding of prejudice) or in which you admitted that you provided or may have provided ineffective assistance (whether or not such prejudice was caused). Provide the case name, case number, name of the party whom you represented, name of the judge, court before whom the motion was brought, and name of opposing counsel.

21. Provide up to three writing samples. Preferably, the samples should be from sentencing memoranda, pretrial motions, and post-trial motions. All writings submitted must be your own individual work.

ATTACH UP TO THREE WRITING SAMPLES TO YOUR APPLICATION.

If accepted to the panel, you are expected to attend the mandatory orientation session in the fall and to begin panel service no later than January of the following calendar year. If you cannot begin panel service in this time-frame, please explain.

Demographic Information (Optional)

22. We are committed to building a diverse and inclusive CJA Panel. The following questions are intended to help us measure our progress toward equal opportunity hiring. Your responses will be kept confidential.

Gender: (Select All That Apply)

- ☐ Female
- ☐ Male
- ☐ Non-binary/Gender Non-Conforming
- ☐ Prefer not to say

Ethnicity:

Do you identify as Latino or of Latino heritage?

- ☐ Yes ☐ No

Race:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Prefer not to say

I certify that I am a member of the bar of the United States District Court for the Eastern District of Michigan. I understand that I must remain in good standing with that court at all times if I am appointed to the panel. I understand that, if appointed, my representation begins with the initial appearance and continues through the appeal to the Petition for Certiorari, if the client so desires and there is a meritorious issue. Further, I agree to attend annual CJA programs sponsored by the Federal Community Defender Office as a prerequisite to receiving case assignments. I fully understand that failure to make truthful disclosure of any fact may result in the denial of my application, and such other action as the court deems appropriate.

If appointed, I will notify the CJA Panel Administrator 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 19 and 20 of this application. I accept that failure to comply with orders, rules, regulations, policies, and procedures administered by the Court may lead to disciplinary action, including removal from the panel. I understand appointment to the panel is at the pleasure of the Court and subject to termination at any time. I further understand that the appointment to the panel may be reviewed at any time and will be reviewed at the conclusion of the panel term.

I hereby certify that the above information is true.

DATE

SIGNATURE OF APPLICANT

Submit completed application to: Lauricia_Murray@fd.org

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

ATTACHMENT PAGE

THE FOLLOWING PAGES MAY BE USED TO PROVIDE OR COMPLETE INFORMATION REQUESTED BY APPLICATION QUESTIONS.

Question number: _____

Question number: _____

ATTACHMENT PAGE

THE FOLLOWING PAGES MAY BE USED TO PROVIDE OR COMPLETE INFORMATION REQUESTED BY APPLICATION QUESTIONS.

Question number: _____

Question number: _____

**Eastern District of Michigan
Criminal Justice Act Trial Attorney Panel Application**