

Dear Criminal Justice Act Panel Applicant:

Thank you for your interest in becoming a member of the Criminal Justice Act (CJA) Panel for the District of Alaska. The District Court could not fulfill its obligation under the Sixth Amendment to indigent defendants without an active CJA Panel. As the administrator of the CJA Panel, the Federal Public Defender is committed to ensuring that CJA Panel members receive the resources and support necessary to provide effective and zealous representation, and that Panel attorneys are appointed on a sufficient number of cases to maintain expertise in federal criminal law and procedure.

Admission to the CJA Panel depends on meeting the minimum requirements outlined in the District's CJA Plan, and on other factors, including your experience; your expertise and language skills; input from references; other relevant information obtained from the application and during the review process; and the number of available slots consistent with case numbers.

* * *

Quick tips on completing this application:

- Depending on the settings of your computer, this document may open in Word in "Reading View." If so, to begin application, click on VIEW, then EDIT DOCUMENT.
- This is a fillable Word document. Unlike a fillable form PDF, use the *down arrow* to advance, rather than the tab key. If this file is not compatible with your software, please contact Monica D. Colbath monca_colbath@fd.org for assistance.

Questions?

Please email or contact anyone on the CJA Panel Team:

- CJA Resource Attorney, Monica D. Colbath monica_colbath@fd.org
- CJA Panel Administrator, Debbye Minzenmayer debbye_minzenmayer@fd.org

Federal Public Defender for the District of Alaska

CJA Panel Application (new applicants)

Please indicate the panel(s) to which you are applying:

Trial Panel: Anchorage	___
Trial Panel: Fairbanks	___
Trial Panel: Juneau	___
Appellate	___
Habeas	___

Please submit completed application and attachments in Word or PDF format to:
monica_colbath@fd.org

Applicant Information

Last Name Click here to enter text.	First Name Click here to enter text.	Middle Initial Click here to enter text.
Name of Firm Click here to enter text.		
Street Address Click here to enter text.		
City Click here to enter text.	State Click here to enter text.	Zip Click here to enter text.
Office Phone Click here to enter text.	Cell Phone Click here to enter text.	Home Phone Click here to enter text.
Email Click here to enter text.	Fax Click here to enter text.	Website Click here to enter text.

Court Admission

Year of Admission Ninth Circuit Court of Appeals Click here to enter text.	Year of Admission District of Alaska Click here to enter text.	Year of Admission Alaska State Bar Click here to enter text.	Alaska State Bar Number Click here to enter text.
State Bar Admissions other than Alaska Click here to enter text.			

Requirements

Type Y before each statement that applies to you, type N if not.

- ___ I am a member in good standing of the Federal Bar for the U.S. District Court in the District of Alaska.
- ___ I have demonstrated experience in, and knowledge of, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, the Bail Reform Act, and the Federal Sentencing Guidelines.
- ___ I have significant experience representing persons charged with serious criminal offenses.
- ___ I *do not* have significant criminal experience, but I have other relevant experience such as a federal judicial clerkship or federal civil litigation practice that I request be assessed as substitute experience.

Additional Expectations

Type X before each statement that applies to you.

- I have read and am familiar with the:
 - ☐ Criminal Justice Act, 18 U.S.C. § 3006 ☐ CJA Plan for the District of Alaska
 - ☐ Criminal Justice Act, Vol. 7, Part A ☐ CJA Billing Guide for the District of Alaska
 - ☐ U.S. District of Alaska Local Criminal Rules ☐ Ninth Circuit CJA Policies and Procedures
- ☐ I have represented individuals or the prosecuting authority in at least ten criminal cases, three of which were felonies, either as lead counsel or second-chair, in state, military or federal court.
- ☐ I have tried at least three federal or state felony jury trials.
(Trials may be replaced with equivalent experience, such as unusually complex matters settled short of trial, criminal appeals which require unusual knowledge or effort, or substantial civil jury trials.)
- ☐ I have written five appeals in state, federal or military courts as the lead attorney or as a law clerk, associate, or contract attorney primarily responsible for the final product.
- CLEs
 - ☐ I agree to attend the Intro to Federal Court CJA Panel Training.
 - ☐ I agree to attend a minimum of at least four hours of continuing legal education each year offered by the Federal Public Defender during my tenure on the CJA Panel, one hour must include eDiscovery training. (The Federal Public Defender training can be replaced with equivalent training from other federal criminal defense resources.)
- I have:
 - ☐ unlimited internet and a CM/ECF account.
 - ☐ access to space to meet clients and witnesses.
 - ☐ access to online legal research tools, such as Westlaw or Lexis.
 - ☐ the ability and willingness to accept collect from clients in prison or jail.
- ☐ I understand I am personally responsible for the representation of my CJA client upon receiving a CJA appointment, and that my responsibility cannot be delegated.

Education

Law School Institution Click here to enter text.	Year/Degree Received Click here to enter text.	Location Click here to enter text.
Honors, Awards, Activities (including Law Review) Click here to enter text.		
Undergraduate Institution Click here to enter text.	Year/Degree Received Click here to enter text.	Location Click here to enter text.
Honors, Awards, Activities (including journals) Click here to enter text.		
Other Educational Institution Click here to enter text.	Year/Degree Received Click here to enter text.	Location Click here to enter text.
Honors, Awards, Activities (including journals) Click here to enter text.		

References

Please include individuals who are familiar with your qualifications to be a member of the CJA Panel.

Last Name Click here to enter text.	First Name Click here to enter text.	Title Click here to enter text.
Office Phone Click here to enter text.	Cell Phone Click here to enter text.	Email Click here to enter text.
Dates of Acquaintance Click here to enter text.	Relationship Click here to enter text.	

Last Name Click here to enter text.	First Name Click here to enter text.	Title Click here to enter text.
Office Phone Click here to enter text.	Cell Phone Click here to enter text.	Email Click here to enter text.
Dates of Acquaintance Click here to enter text.	Relationship Click here to enter text.	

Description of Legal Practice

Briefly describe your criminal law experience and practice and the types of trial and non-trial matters (e.g., extradition, habeas corpus) in which you have been involved. If the experience offered is other than criminal work, please describe that experience in sufficient detail so that the Committee may determine if it is comparable to representation in a criminal matter.

[Click here to enter text.](#)

Past Legal Experience

Please provide your legal experience for the ten years preceding your application. If you were employed as a public defender, prosecutor, or clerk *at any time*, please include that information. If you were a CJA panel member *at any time*, please include that information.

[Click here to enter text.](#)

Legal Experience

Provide the number of cases in which you have been involved as counsel of record.

If the number is greater than ten, you may estimate (e.g., "15+").

Additional information about your cases is requested towards the end of the application.

Case Experience	First Chair Number of Cases	Second Chair Number of Cases
Federal Court: Felony Cases Defended	Click here to enter text.	Click here to enter text.
Federal Court: Jury Trials to Verdict	Click here to enter text.	Click here to enter text.
Federal Court: Bench Trials to Verdict	Click here to enter text.	Click here to enter text.
State Court: Felony Cases Defended	Click here to enter text.	Click here to enter text.
State Court: Jury Trials to Verdict	Click here to enter text.	Click here to enter text.
State Court: Bench Trials to Verdict	Click here to enter text.	Click here to enter text.

Appeals	Number of cases
Appellate Briefs	Click here to enter text.
Oral Arguments	Click here to enter text.
Federal Habeas Petitions	Click here to enter text.

Areas of Specialized Legal Experience

Please type X before each statement if it applies to you.

- | | |
|--|--|
| <input type="checkbox"/> Capital Defense
<input type="checkbox"/> Sex Offenses
<input type="checkbox"/> Tax Fraud
<input type="checkbox"/> Wire Fraud/Mail Fraud
<input type="checkbox"/> Suppression Issues
<input type="checkbox"/> Psychiatric and Psychological Issues
<input type="checkbox"/> Computer Forensics
<input type="checkbox"/> FISA/CIPA/Terrorism | <input type="checkbox"/> Multi-Defendant Conspiracy Defense
<input type="checkbox"/> Immigration
<input type="checkbox"/> Mortgage Fraud
<input type="checkbox"/> Environmental Crimes
<input type="checkbox"/> Sentencing Mitigation
<input type="checkbox"/> DNA
<input type="checkbox"/> Wiretaps |
|--|--|

Other Areas of Specialized Experience

Language	Proficiency level (fluent, speak, read, write)
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

Document indexing / organization / database software	Proficiency		
	Expert	Average	Novice
Click here to enter text.	—	—	—
Click here to enter text.	—	—	—
Click here to enter text.	—	—	—

Team collaboration software (such as Slack, Dropbox, Box, etc.)	Proficiency		
	Expert	Average	Novice
Click here to enter text.	—	—	—
Click here to enter text.	—	—	—
Click here to enter text.	—	—	—

Additional Questions

Please respond to each of the following inquiries. Type Y before each statement that applies to you, type N if not. Unless your answer is an unqualified "no," please fully describe the facts and circumstances. Provide all responsive information known to you. Answers should not reveal privileged or confidential client information. ("Yes" answers do not necessarily disqualify an applicant.)

- **Has your license or right to practice before any state, court agency, or other tribunal ever been denied, revoked or suspended?**
[Click here to enter text.](#)
- **Have you ever been censured, reprimanded, adjudged, or held in contempt or otherwise disciplined by any judge, court, agency or tribunal?**
[Click here to enter text.](#)
- **Have you ever been convicted of any felony or misdemeanor that you have not reported to the Alaska State Bar?**
[Click here to enter text.](#)
- **Has your professional conduct or ability been the subject of comment, favorable or unfavorable, in a written opinion of any judge, court, or other tribunal? If so, attach a copy of the opinion.**
[Click here to enter text.](#)
- **Have you ever been the subject of any complaint filed with, or made to any attorney disciplinary body or any bar association or committee thereof?**
[Click here to enter text.](#)
- **Have you been sued by a client? If so, provide the court and case number(s), and the disposition(s) of the matter(s).**
[Click here to enter text.](#)
- **Have you ever been removed from any indigent defense panel?**
[Click here to enter text.](#)

Additional Information

You may attach and refer to a CV where relevant.

- 1. List continuing legal education or relevant programs in the last three years in which you presented.**
[Click here to enter text.](#)
- 2. If you taught or lectured at a law school in the last three years, list the school(s) year(s), and subject(s).**
[Click here to enter text.](#)
- 3. If you authored or co-authored any publications on legal matters, provide the complete citation.**
[Click here to enter text.](#)
- 4. Describe your civic, philanthropic, community, social, or public service activities during the past three years, including any posts held and honors received.**
[Click here to enter text.](#)
- 5. Provide a brief statement on the background/experience/perspective you bring to the panel that would contribute to high quality legal representation for the diverse indigent population in Alaska.**
[Click here to enter text.](#)
- 6. Provide a brief statement of any additional information you feel should be considered by the Panel Screening Committee.**
[Click here to enter text.](#)
- 7. Please attach in PDF format one writing sample you authored within last two years, preferably a substantive piece of writing in a criminal case.**

AUTHORIZATIONS

Type X before each statement to certify:

- ☐ I understand I am not entitled to indemnification by the Court, the federal government, or any provision of the CJA for any claims by my clients or service providers resulting from my representation of a CJA client.
- ☐ I understand and agree that representation of an indigent client upon appointment by the Court is a professional privilege and duty, subject to the Court's oversight, and even if I am placed on the panel, I have no "right to appointment" to represent any indigent client. I agree to abide by the terms and conditions of the Court's CJA governing documents. I understand that failure to provide true and correct information in answer to any of the questions on this form will be grounds for denial of panel membership or removal from service on the panel. I certify that I have read and understand the above and agree to it.
- ☐ I authorize the administrators of the disciplinary and inquiry bodies of any court, bar or other association to disclose to the Criminal Justice Act Panel Screening Committee all information contained in the files of such bodies concerning my present professional status, all complaints which have been made against me, together with the disposition thereof.

Name <i>Click here to enter text.</i>	
Electronic Signature <i>Click here to enter text.</i>	Date Signed <i>Click here to enter text.</i>

END OF APPLICATION