

APPLICATION FORM FOR THE  
COURT OF APPEALS  
CJA LIST

**INTRODUCTION**

The District of Columbia Court of Appeals seeks highly qualified counsel to provide representation to indigent criminal appellants and juvenile respondents pursuant to D.C. Code § 11-2601 *et seq.*, and the Plan for Furnishing Representation to Indigents Under the District of Columbia Criminal Justice Act, Title II § B(2). Applicants for inclusion on the Court's list of attorneys eligible for CJA appointments should be committed to providing timely and effective representation and must establish that they have sufficient qualifications to meet the requirements imposed by this Court through its rules and case law. Please review the memorandum titled "Obligations of Counsel" for a summary of the Court's expectations for attorneys who are approved for CJA appointments. This can be found at <http://www.dcappeals.gov> website under the "For the CJA Practitioner" section. Applicants also should be committed to improving and maintaining their advocacy and brief writing skills. Please see Miscellaneous Order No. M-217-03 establishing continuing legal education requirements for CJA attorneys and the 2006 Notice to CJA Counsel Concerning the Annual CLE Requirement. Both of these are also located at the above web address. (Attorneys added to the list in 2009 will only be required to complete four hours to meet the CLE obligation for 2009.)

**MINIMUM QUALIFICATIONS:**

- A. Membership in good standing in the D.C. Bar.
- B. Office within the metropolitan D.C. area
- C. Commitment to remain on the CJA appointments list for a minimum of two years.
- D. Commitment to complete the yearly CLE requirement and update the application yearly with new information. See Miscellaneous Order No. M-217-03.
- E. Completion of the attached questionnaire. If a question does not apply, please so state. **You must submit four (4) copies of your application and writing sample.**
- F. Execution of release and waiver of confidentiality to permit the Office of Bar Counsel to release information on disciplinary records to the D.C. Court of Appeals.

## QUESTIONNAIRE

1. Please state your full name and D.C. bar number.
2. Please provide your business address, telephone numbers, fax numbers and email address.
3. Please identify each college and law school you have attended, including dates of attendance and the degrees awarded.
4. Please describe chronologically your law practice and experience since you graduated from law school.

5. Please list all courts before which you are licensed to practice, including dates of admission and whether you are currently a member in good standing.

6. Please state whether you are on any of the Superior Court CJA lists or other state or federal indigent criminal defense lists. If so, identify the list or lists and state the length of time you have been on each list.

7. Please indicate whether you are seeking:

appointments to cases in which you were trial counsel  
appointments to cases in which you were not trial counsel  
both

8. Please state what percentage of (1) your current practice, and (ii) your practice during the past seven years, is devoted to

Current / Past

- (a) criminal and/or juvenile delinquency appeals.
- (b) adult criminal cases other than appeals.
- (c) juvenile delinquency cases other than appeals.
- (d) mental health case either on appeal or the trial court.

9. Please state the approximate number of appeals in this court in which you have filed a brief. List the three most recent appeals by name, citation, if available, and appeal number and disposition.
  
10. Please state the approximate number of adult felony cases that you have tried, and, separately, of adult misdemeanor cases that you have tried.
  
11. Please state the approximate number of juvenile delinquency cases that you have tried.
  
12. Please describe your experience in litigating collateral challenges to criminal convictions and in habeas corpus litigation, indicating whether this experience was associated with your representation of defendants in direct appeals from their convictions.
  
13. Please describe other litigation experience relevant to your qualifications to be included on the CJA list.



18. Since your admission to any bar have you have been:
- a. Convicted of any crime, other than a minor traffic offense;
  - b. Sued by any client;
  - c. Found to have rendered ineffective assistance of counsel;
  - d. Disciplined or cited for a breach of ethics or professional conduct; and/or;
  - e. Removed or suspended from any court approved appointment list?

If the answer to any sub-part of this question is yes, provide a full explanation.

**By signing and submitting this application for consideration, you are hereby waiving confidentiality for the purpose of Bar Counsel releasing information on your disciplinary records to the D.C. Court of Appeals.**

18. Please provide any other information that would be helpful in assessing your qualifications and ability to represent indigent appellants in criminal and/or delinquency appeals. You may, if you wish, attach a resume.
19. Please attach a recent brief or other legal writing sample, preferably dealing with an issue arising in the criminal law context.

**I hereby certify: (1) that I have responded accurately to the questions asked in the questionnaire to the best of my ability to do so; (2) that the writing sample attached to this application is solely my work product; (3) that I am a member in good standing of the bar of the District of Columbia; and (4) that I have reviewed and agree to comply with the obligations outlined in the “Obligations of Counsel” memorandum, the Continuing Legal Education requirements identified in Miscellaneous Order No. M-217-03 and the 2006 Notice to CJA Counsel Concerning the Annual CLE Requirement.**

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

Signature: \_\_\_\_\_