

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF VIRGINIA**

**APPLICATION FOR APPOINTMENT  
TO THE PANEL OF ATTORNEYS  
UNDER THE CRIMINAL JUSTICE ACT**

**\*\* Forms are to be submitted to the Clerk of Court from January 1 through March 31 \*\***

(Please print or type)

1. Name: \_\_\_\_\_
  
2. Firm Name: \_\_\_\_\_
  
3. Office Address: \_\_\_\_\_  
(PO Box, if any, and Street Address)  
  
\_\_\_\_\_  
(City) (State) (Zip Code)
  
4. Virginia State Bar Number: \_\_\_\_\_
  
5. Office Telephone: \_\_\_\_\_  
(Area Code) (Phone Number)
  
6. Office E-mail Address: \_\_\_\_\_  
(Required)
  
7. Social Security Number: \_\_\_\_\_  
(Required)
  
8. Initial below your choice of how payments should be reported to the IRS:  
  
Under my Social Security number and name, as indicated above. \_\_\_\_\_  
To the law firm with which I have a preexisting agreement. \_\_\_\_\_  
The law firm's Employer Identification Number: \_\_\_\_\_
  
9. Date of Admission to the Bar of the United States District Court for the Western District of Virginia: \_\_\_\_\_
  
10. Date of Admission to the Virginia State Bar: \_\_\_\_\_
  
11. To which panel of the Western District of Virginia do you seek appointment?  
(Abingdon, Charlottesville, Danville/Lynchburg, Harrisonburg, or Roanoke) \_\_\_\_\_  
(Appointments are limited to one panel, however based on the needs of the Court, case appointments may on occasion be made from neighboring panels.)

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(The following are **estimated only**)

12. Estimate how many Federal criminal cases have you handled?  
Felony \_\_\_\_\_ Misdemeanor \_\_\_\_\_

Of these Federal criminal cases, indicate the number as follows and date of most recent case:

- (a) Pleas of guilty \_\_\_\_\_
  - (b) Trials to verdict \_\_\_\_\_
    - (i) Jury \_\_\_\_\_
    - (ii) Non-jury \_\_\_\_\_
  - (c) Other disposition (indictment dismissed, etc.) \_\_\_\_\_
  - (d) Still pending \_\_\_\_\_
13. Estimate how many State criminal cases have you handled?  
Felony \_\_\_\_\_ Misdemeanor \_\_\_\_\_

Of these State criminal cases, indicate the number as follows and date of most recent case:

- (a) Pleas of guilty \_\_\_\_\_
  - (b) Trials to verdict \_\_\_\_\_
    - (i) Jury \_\_\_\_\_
    - (ii) Non-jury \_\_\_\_\_
  - (c) Other disposition (indictment dismissed, etc.) \_\_\_\_\_
  - (d) Still pending \_\_\_\_\_
14. Briefly describe your experience and knowledge of the following: Federal Rules of Criminal Procedure; Federal Rules of Evidence; U.S. Sentencing Guidelines.  
(Attach additional pages, if needed)

15. Have you completed at least 8 hours of CLE on subject matters relevant to the defense of federal criminal cases within the last year? List the courses and course sponsors.  
(Attach additional pages, if needed)

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16. Do you agree to participate annually in at least 8 hours of similar CLE during the term of your appointment? Yes  No
17. Are you qualified to be appointed to a death penalty case? Yes  No
18. Have you ever been subjected to professional discipline? Yes  No   
If so, please describe:
19. Has there ever been a bar complaint filed against you? Yes  No   
If so, please describe:
20. Have you ever been the subject of a complaint made by a former client that you rendered ineffective assistance of counsel? Yes  No   
If so, please list the cases and the outcome of the allegation.
21. Are you fluent in a foreign language(s)? Yes  No   
If so, please specify language(s):
22. Are you a member of any criminal defense associations? Yes  No   
If so, which one(s):

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I certify the following:

- I am a member in good standing of the Virginia State Bar;
- I am a member in good standing of the Bar of the United States District Court for the Western District of Virginia;
- I agree to participate annually in at least 8 hours of similar CLE during the term of appointment;
- I am registered with the Court's CM/ECF system; and
- My answers are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant's Signature)

You may e-mail the application to [cja@vawd.uscourts.gov](mailto:cja@vawd.uscourts.gov) or send the application to:

Clerk of Court  
U.S. District Court  
210 Franklin Road, S.W., Suite 540  
Roanoke, VA 24011

(Revised 1/21/25)