

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

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

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

(Please print or type)

1. Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

(Address for receiving payment)

\_\_\_\_\_  
(City) (State) (Zip Code) Phone: (Area Code)(Number)

Office E-mail Address: \_\_\_\_\_

(Required)

2. Initial below your choice of how payments should be reported to the IRS:

Under my Social Security number \_\_\_\_\_,

To the law firm with which I have a preexisting agreement \_\_\_\_\_, or

The law firm's Employer Identification Number \_\_\_\_\_

3. Which divisional office do you seek appointment? (Abingdon, Charlottesville, Danville/Lynchburg, Harrisonburg, or Roanoke) (**Appointments are limited to one panel.**) \_\_\_\_\_

4. Are you qualified to be appointed to a death penalty case? \_\_\_\_\_

5. Have you been subjected to professional discipline in the last three years? \_\_\_\_\_

If so, please describe:

6. In the last three years, have you been the subject of a complaint made by a former client that you rendered ineffective assistance as counsel? \_\_\_\_\_

If so, please list the cases and the outcome of the allegation:

7. In what foreign languages are you fluent?

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 mail the application to: U.S. District Court, Office of the Clerk, 210 Franklin Road, S.W., Suite 540, Roanoke, VA 24011.

(Revised 1/21/25)