

**CRIMINAL JUSTICE ACT MENTORSHIP PROGRAM
WESTERN DISTRICT OF VIRGINIA**

MENTEE APPLICATION FORM

Objectives of the program:

In order to increase the diversity of the members of the Criminal Justice Act Panel and ensure quality representation for all defendants, particularly the indigent, the Court and CJA Advisory Committee have designed a mentorship program to identify and help prepare viable candidates to qualify for consideration for appointment to the CJA Panel. Although an important objective of this program is to encourage increased participation of women and minorities on the CJA Panel, its primary goal is to obtain the best qualified CJA Panel candidates. As such, the mentorship program is open to all qualified candidates.

Administration of the CJA Mentorship Program:

The program will be administered by the Federal Public Defender and the CJA Advisory Committee Chairman with oversight by the Court and with assistance from the Clerk's Office.

Requirements of the Mentee:

To be admitted to the CJA Mentorship Program, attorneys must:

1. Have three years of practice in state and federal courts.
2. Demonstrate his or her status as a member in good standing with the Virginia State Bar.
3. Demonstrate a commitment to providing criminal defense services to indigent clients.
4. Complete at least one training seminar on the United States Sentencing Guidelines.
5. Demonstrate knowledge of the Federal Rules of Criminal Procedure and the Federal Rules of Evidence.
6. Have observed at least parts of three federal criminal cases.

The parameters of the Mentee's and Mentor's participation are set forth in the CJA Mentorship Program Guidelines and Appendix A, Mentee's Duties and Responsibilities as posted on the Court's official website: <https://www.vawd.uscourts.gov/criminal-justice-act/mentorship-program/>

In addition to the eligibility requirements, the Mentee must be willing to:

1. Work under the direction and supervision of a Mentor attorney from the Federal Public Defender's Office or the CJA Panel.
2. Make court appearances, do legal research and draft legal documents for submission to the court, engage in oral advocacy, and otherwise participate in all stages of the cases s/he works on with the Mentor. As such, the Mentee will be required to register for and otherwise comply with the Court's Electronic Case filing ("ECF") requirements.
3. The Mentee's participation in the program may qualify for compensation at a reduced rate under the court's CJA Plan.
4. Participants in the Program are not guaranteed appointment to the Panel. No person has a right either to be appointed to the Panel or to be selected as a Mentee.
5. Mentees who successfully complete the Program will be encouraged to apply for appointment to the CJA Panel. If a Mentee does apply, in addition to following the normal application review process, the Committee will solicit the views of the Mentor, the Division Review Panel, and the judge(s) before whom the Mentee has appeared as to whether the Mentee qualifies for appointment.
6. Those attorneys interested in serving as a Mentee must fill out this application and attach a brief resume and writing sample. The application and supporting documents may be submitted electronically or in hard copy sent to the attention of:

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

Please e-mail applications to cja@vawd.uscourts.gov

Please type or print your responses legibly. You may attach additional pages if necessary.

1. NAME:
ADDRESS:
OFFICE TELEPHONE #:
CELLULAR TELEPHONE #:
EMAIL ADDRESS:

2. Please set forth your educational background, in reverse chronological order, specifying the school attended, years of attendance, date of graduation and degree obtained.

3. Please list the jurisdictions in which you are admitted to practice law, specifying the year of admission, State Bar Number, and whether you are in good standing.

4. Have you ever been employed by a District Attorney's Office, the Legal Aid Society, Attorney General's Office or any other entity involved in litigation, civil or criminal? Please explain and provide dates of service and types of cases handled.

5. Are you presently serving on an assigned counsel plan representing indigent defendants? (e.g., Virginia Indigent Defense Commission or any other CJA or indigent defense panel outside the Western District of Virginia). Please specify the panel, and your length of service on that panel, and the number of cases you have been assigned, specifying whether they were misdemeanors or felonies.
 - a) Have you ever been removed from any assigned counsel plan panel? Please explain.

10. How many criminal appeals have you handled in the last five years? Please specify which court heard the matter (e.g., Virginia Supreme Court, Virginia Court of Appeals, Fourth Circuit, etc.)

11. How many habeas petitions or petitions for writs of coram nobis (CPL Art. 440) have you handled? Please specify the issues raised, outcome of the matter and whether you appealed from the decision of the court and its outcome of appeal.

12. Please provide any other information, including any civil litigation experience, which may be helpful to the Committee in determining your eligibility for the Program.

13. Have you ever been or are you currently the subject of any disciplinary proceedings? If so, please explain.

I hereby declare, under penalty of perjury, that the foregoing answers are true.

Dated: _____, Virginia

(Signature)