

CRIMINAL JUSTICE ACT TRAINING 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 training 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 training program is open to all qualified candidates.

Administration of the CJA Training Panel 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 Training Panel, 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 Training Panel Program Guidelines and Appendix A, Mentee's Duties and Responsibilities as posted on the Court's official website: <http://www.vawd.uscourts.gov/criminal-justice-act/training-panel-program>

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

1. Work under the direction and supervision of Mentor attorneys from the Federal Public Defender's Office and 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 is *pro bono*. Mentees should consider participation in the program as an investment in their future that could lead to their appointment to the CJA Panel.
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:

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

Please, e-mail applications to: Cindyh@vawd.uscourts.gov.

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

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

6. How many criminal cases have you handled in the last five years, either as private or assigned counsel? Please indicate whether you were lead counsel or second chair and whether they were felonies or misdemeanors.

7. How many hearings in criminal matters have you conducted in the last five years? Please specify whether the cases were felonies or misdemeanors, the nature of the hearings, and what the outcome was.

8. How many criminal cases have you tried to verdict in the last five years, either as private or assigned counsel? Please indicate whether you were lead counsel or second chair, whether they were felonies or misdemeanors, and what the outcome was.
 - a) In the cases that you tried to verdict, did you engage in any significant pre-trial or post-trial motion practice involving the submission of legal memoranda and/or oral argument? If so, please describe the issues presented and the outcome.

9. How many criminal cases have you handled in federal court in the last five years? Please indicate the court, whether you were sole or lead counsel or second chair, the nature of the case, and outcome.

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.

14. Are you willing to participate in the Mentoring Program without compensation?
 Yes No

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

Dated: _____, Virginia

(Signature)