

**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 between the dates of January 1 to April 1 ****

(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: _____ Fax: _____
(Area Code) (Phone Number) (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, Big Stone Gap, Roanoke, Lynchburg, Danville, Harrisonburg, Charlottesville)

(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)

(Revised 1/26/22)

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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 or send the application to:

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

(Revised 1/26/22)