

**APPLICATION  
FOR ADMISSION ON THE  
CRIMINAL JUSTICE ACT DEFENSE PANEL  
WESTERN DISTRICT OF WASHINGTON**

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NAME: \_\_\_\_\_  
                    FIRST  MIDDLE  LAST

NAME OF LAW FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

EDUCATION (SCHOOL, YEAR OF GRADUATION, DEGREE AND MAJOR):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAMES OF PARTNERS AND/OR ASSOCIATES ON CJA PANEL:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BAR NO. \_\_\_\_\_                      HOW LONG HAVE YOU ACTIVELY PRACTICED LAW: \_\_\_\_\_

PROFESSIONAL AFFILIATIONS/BAR MEMBERSHIPS:

DATE OF ADMISSION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

1. Have you been on a CJA Panel in another district?  Yes  No

If "yes", list the district(s) and dates of service:

\_\_\_\_\_

\_\_\_\_\_

2. Have you ever been the subject of a bar complaint or the defendant in any civil or criminal lawsuit?  Yes  No

If "yes", please describe in detail, *on a separate sheet*, the circumstances surrounding the complaint, including dates, and the outcome.

3. Have you ever been disciplined by the bar of any state, or sanctioned by any court?  
 Yes  No

If "yes", please describe in detail, *on a separate sheet*, the circumstances surrounding the complaint or sanction, including dates, and the outcome.

4. Do you carry Professional Malpractice Insurance with minimum limits of \$200,000.00 for each occurrence?  Yes  No

5. Are you fluent in any foreign language to the extent that you can represent a client who speaks only that language without an interpreter?  Yes  No

Language(s): \_\_\_\_\_

6. Does your office have the capability to handle large electronic discovery cases?  
 Yes  No

7. Please describe the electronic capability of your office:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. On a separate sheet, please elaborate on your criminal trial experience, including number of trials, whether the cases were state or federal, and whether the charges were misdemeanors or felonies. Also, list by name and case number each federal and state felony criminal case in this district from the last three years in which you were an attorney of record.

9. Are you knowledgeable about the United States Sentencing Guidelines, the Sentencing Reform Act of 1984 (18 U.S.C. §§ 3551-3586), and the Bail Reform Act of 1984 (18 U.S.C. §§ 3141-3156)?  Yes  No

10. List all training programs you attended within the last three years that relate to federal criminal practice.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11. Please describe your familiarity/experience with Immigration law:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Please list special qualifications you have, such as public defender, prosecuting attorney, federal judicial law clerk experience, etc.

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\_\_\_\_\_

\_\_\_\_\_

13. Do you have any experience handling capital cases? If yes, please provide details.

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\_\_\_\_\_

14. The Court is committed to assuring that the CJA Panel's membership is sensitive to the diversity of the defendant population it serves. What background, experience and perspectives would you bring to the Panel that would contribute to high quality legal representation for the diverse indigent population in Washington?

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15. Case appointments involve all kinds of alleged criminal behavior. Keeping the best interests of a client in mind, is there any kind of criminal offense which you would not want to accept appointment for any personal reason(s), e.g., sexual crimes, firearm offenses, complex matters? If so, please state which types:

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16. Please briefly explain why you have applied to be appointed to the CJA Panel.

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17. Please submit, with your application, a sentencing memorandum you have recently authored and filed in either a federal or state criminal case.

18. Are you willing to consider appointment to represent pro se litigants in Federal Habeas Corpus Petition - 28 U.S.C. 2254 cases?  Yes  No

19. Are you willing to be placed on the list of attorneys who take appeals?  Yes  No

20. If you desire to gain experience in criminal defense work, would you be willing to be appointed for a limited time to serve on a Pro bono basis to assist an experienced CJA Panel attorney?  Yes  No

21. List the names and phone numbers of three judges and three lawyers who know of your abilities as a trial attorney:

Judges:	Attorneys:

I hereby certify that the answers given by me to the foregoing questions and statements made are true and correct, without mental reservations of any kind whatsoever. I certify that I have read and am familiar with the Federal Rules of Criminal Procedure, Federal Rules of Evidence, Sentencing Guidelines and the Local Rules as well as the January 2017 Minimum Technology Requirements for Criminal Justice Act Panel Attorneys for the Western District of Washington. If I should be appointed under the application, I will comply with all requirements, orders, rules and regulations administered by the Court. I also authorize the above-named individuals to give any information they may have regarding me. I acknowledge that information received by the Panel Review Committee will be held in strict confidence and I waive any right to review statements made to that Committee. If, upon investigation, anything contained in this application is found to be untrue, I understand that I will be subject to dismissal at any time during the period of my appointment.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature of Applicant

**SUBMIT COMPLETED APPLICATION WITH A LETTER OF INTEREST AND A CURRENT RESUME IN PDF TO:**

Michael Filipovic, Federal Public Defender  
Michael\_Filipovic@fd.org

**AND TO:**

Natalie Harmon, CJA Administrator  
Natalie\_Harmon@fd.org



# United States District Court Western District of Washington Criminal Justice Act Attorneys

Effective January 12, 2017

**MISSION STATEMENT:** Each lawyer in this District shall aim to maintain competence with technology relevant to their practice. This will include working to keep abreast of changes in technology as it relates to case management, discovery, investigation, and in-court advocacy. It will also include understanding the benefits and risks associated with current and emerging technology.

In accordance with the above mission, those attorneys, and their staff, appointed under the Criminal Justice Act (CJA) should be proficient in the use of e-mail programs, word processing, spreadsheets, ECF filing, the searching of electronic data, or any other software programs that may be used in any federal criminal case.

## **The following are minimum technology equipment requirements for CJA counsel:**

- PC or Mac computer, including a DVD/CD writer, speakers and USB ports to utilize external hard drives and thumb drives
- Printer
- Scanner with ability to convert paper documents to PDF/A format
- Secure high speed Internet connection
- A web browser - Windows Internet Explorer preferred
- Multi-media player such as Windows Media Player
- Word processing program – Microsoft Word preferred
- Presentation, database, and spreadsheet software – similar to what is available in the Microsoft Office Suite
- A PDF program with writing and reading capability, plus the ability to create searchable PDF documents
- Anti-virus software configured to automatically run security updates
- A Zip file application such as 7-zip
- An individual e-mail address for the attorney that is private

Regardless whether CJA counsel use Apple or Windows based computers, their computer hardware should support the minimum requirements for currently releases of the Windows operating system and Microsoft Office applications. Since some litigation support programs do not work with Apple operating systems, CJA counsel who primarily use Apple based computers should have access to a computer that uses a Windows operating system.

Attorneys should anticipate the need to upgrade their computer and peripheral equipment a minimum of every five years. Upgrade decisions should be based on what hardware and software will provide the best functionality and compatibility with future versions of CM/ECF and CJA eVoucher. As the Administrative Office of the U.S. Courts urges courts to support Internet Explorer, functionality will be better supported using the Internet Explorer browser.

*NOTE: Computer equipment, software, and training are a part of each lawyer's overhead expenses and are not expenses that will be paid by the court.*