

# CJA Defense Panel Membership Application

**FELONY PANEL DEADLINE:**

**APPEALS/HABEAS PANEL DEADLINE:**

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United States District Court  
for the  
Eastern District of California



## **APPLICATION INSTRUCTIONS:**

**All Panels:** Please complete the PDF fillable application, sign using your “s/” electronic signature and **e-mail from your court-registered e-mail address** to: [Kurt\\_Heiser@fd.org](mailto:Kurt_Heiser@fd.org) (Sacramento Panel) or [Connie\\_Garcia@fd.org](mailto:Connie_Garcia@fd.org) (Fresno Panel). The applicant is required to maintain the original signature(s).

## **ELIGIBILITY REQUIREMENTS:**

Attorneys who serve on the Felony CJA Panel must:

- Be members in good standing with the California State Bar
- Be members of the Eastern District of California Bar
- Maintain their principal office in this District
- Demonstrated experience in, and knowledge of, the Federal Rules of Criminal Procedure, Federal Rules of Evidence, Sentencing Guidelines, and the Local Rules
- Preference for CJA panel membership shall be given to attorneys who have been in practice at least three years with experience in criminal law

Attorneys who serve on the Appeals/Habeas Panel must:

- Be members in good standing with the California State Bar
- Be member of the Eastern District of California Bar
- Demonstrated experience in, and knowledge of, the Federal Rules of Appellate Procedure, the Federal Rules of Civil Procedure, the rules governing §2254 cases, the Federal Rules of Evidence and Local Rules
- Preference for the CJA Appeals/Habeas Panel shall be given to attorneys who have been in practice at least three years with experience in the field of criminal law and/or habeas corpus

**THE APPLICANT SHOULD CHECK WHICH PANEL(S) HE/SHE IS APPLYING TO, BELOW:**

**A PANEL—MAJOR FELONIES**

**B PANEL—MISDEMEANOR AND MINOR FELONIES**

**MENTOR PANEL (FRESNO ONLY)**

**APPELLATE PANEL**

**HABEAS PANEL**

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF CALIFORNIA**

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**Application for Criminal Justice Act Panel Membership**

Applicant Name: \_\_\_\_\_

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

Business Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

**I. COURT ADMISSION**

CA State Bar #: \_\_\_\_\_

**DATES OF ADMISSION TO:**

CA State Bar: \_\_\_\_\_

Eastern District of California: \_\_\_\_\_

Ninth Circuit Court of Appeals: \_\_\_\_\_

United States Supreme Court: \_\_\_\_\_

List state court bars other than California to which you have been admitted to practice and the year of admission. Please provide the administrative office of these organizations.

State Bar(s): \_\_\_\_\_

Year(s) Admitted: \_\_\_\_\_

Bar Number(s): \_\_\_\_\_

State Bar Address: \_\_\_\_\_

Status: \_\_\_\_\_

## II. EDUCATION

Law School: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

1. List any specialized legal expertise or experience (e.g., immigration law, tax, intellectual property).

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2. List all foreign languages in which you are fluent.

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3. What is your level of computer knowledge? \_\_\_\_\_

4. Are you registered with the Eastern District of CA CM/ECF? \_\_\_\_\_

5. Do you or your assistant know how to file using CM/ECF? \_\_\_\_\_

## III. LEGAL EMPLOYMENT OR AFFILIATIONS

Beginning with the latest, list your last three legal employment positions or affiliations.

1. Employer, firm or agency: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Dates of Employment or Affiliation: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Employer, firm or agency: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Dates of Employment or Affiliation: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Employer, firm or agency: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Dates of Employment or Affiliation: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have you ever been employed as a full time prosecutor, public defender or law clerk to a judge or justice? If so, provide the name of the office or judge, and dates of employment.

\_\_\_\_\_  
\_\_\_\_\_

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5. Are you a partner or otherwise associated with others in the practice of law? If yes, please explain.

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6. Describe any professional obligations or other matters that may limit your availability to provide CJA representation (e.g. agreements to provide legal services in other jurisdictions, anticipated long cases, or health concerns)

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#### **IV. DESCRIPTION OF LEGAL PRACTICE**

Estimate what percentages of your total time in legal work during the last five years concerned:

Federal criminal law matters (District Ct.) \_\_\_\_\_ %

Federal criminal law matters (Ninth Cir.) \_\_\_\_\_ %

Federal civil law matters \_\_\_\_\_ %

State criminal law matters \_\_\_\_\_ %

State appellate matters \_\_\_\_\_ %

#### **V. FELONY INFORMATION**

Provide the following information for five federal or state felony jury trials in which you were involved. It is preferred that you list your most significant, recent cases. In the absence of five trials, list complex criminal or civil matters, which were resolved other than by trial.

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

Case/Court No: \_\_\_\_\_ Judge: \_\_\_\_\_

Nature of the  
case: \_\_\_\_\_

Your role: \_\_\_\_\_

Co-Counsel(s): \_\_\_\_\_

Opposing Counsel(s): \_\_\_\_\_

What were the results of the case?

\_\_\_\_\_

\_\_\_\_\_

2. Case Name: \_\_\_\_\_

Case/Court No: \_\_\_\_\_ Judge: \_\_\_\_\_

Nature of the  
case: \_\_\_\_\_

Your role: \_\_\_\_\_

Co-Counsel(s): \_\_\_\_\_

Opposing Counsel(s): \_\_\_\_\_

What were the results of the case?

\_\_\_\_\_

\_\_\_\_\_

3. Case Name: \_\_\_\_\_

Case/Court No: \_\_\_\_\_ Judge: \_\_\_\_\_

Nature of the  
case: \_\_\_\_\_

Your role: \_\_\_\_\_

Co-Counsel(s): \_\_\_\_\_

\_\_\_\_\_

Opposing Counsel(s): \_\_\_\_\_

What were the results of the case?

\_\_\_\_\_  
\_\_\_\_\_

4. Case Name: \_\_\_\_\_

Case/Court No: \_\_\_\_\_ Judge: \_\_\_\_\_

Nature of the  
case: \_\_\_\_\_

Your role: \_\_\_\_\_

Co-Counsel(s): \_\_\_\_\_

Opposing Counsel(s): \_\_\_\_\_

What were the results of the case?

\_\_\_\_\_  
\_\_\_\_\_

5. Case Name: \_\_\_\_\_

Case/Court No: \_\_\_\_\_ Judge: \_\_\_\_\_

Nature of the  
case: \_\_\_\_\_

Your role: \_\_\_\_\_

Co-Counsel(s): \_\_\_\_\_

Opposing Counsel(s): \_\_\_\_\_

What were the results of the case?

\_\_\_\_\_  
\_\_\_\_\_

	U.S. District Court	U.S. Magistrate Judge	State
Number of Jury Trials			
Number of Bench Trials			



6. Describe your most significant pretrial, trial, or sentencing criminal motion during the past three years. Then, **attach** a copy of your most significant pretrial motion.

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## **V. APPEALS/HABEAS INFORMATION**

Provide the following information for five federal or state criminal appeals or habeas corpus proceedings in which you were involved. It is preferred that you list your most significant, recent cases. In the absence of five appeals or habeas corpus cases, list complex criminal or civil matters.

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

Case/Court No: \_\_\_\_\_ Judge: \_\_\_\_\_

Nature of the  
case: \_\_\_\_\_

Your role: \_\_\_\_\_

Co-Counsel(s): \_\_\_\_\_

Opposing Counsel(s): \_\_\_\_\_

What were the results of the case?

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2. Case Name: \_\_\_\_\_

Case/Court No: \_\_\_\_\_ Judge: \_\_\_\_\_

Nature of the  
case: \_\_\_\_\_

Your role: \_\_\_\_\_

Co-Counsel(s): \_\_\_\_\_

Opposing Counsel(s): \_\_\_\_\_

What were the results of the case?

\_\_\_\_\_  
\_\_\_\_\_

3. Case Name: \_\_\_\_\_

Case/Court No: \_\_\_\_\_ Judge: \_\_\_\_\_

Nature of the  
case: \_\_\_\_\_

Your role: \_\_\_\_\_

Co-Counsel(s): \_\_\_\_\_

Opposing Counsel(s): \_\_\_\_\_

What were the results of the case?

\_\_\_\_\_  
\_\_\_\_\_

4. Case Name: \_\_\_\_\_

Case/Court No: \_\_\_\_\_ Judge: \_\_\_\_\_

Nature of the  
case: \_\_\_\_\_

Your role: \_\_\_\_\_

Co-Counsel(s): \_\_\_\_\_

Opposing Counsel(s): \_\_\_\_\_

What were the results of the case?

\_\_\_\_\_  
\_\_\_\_\_

5. Case Name: \_\_\_\_\_

Case/Court No: \_\_\_\_\_ Judge: \_\_\_\_\_

Nature of the case: \_\_\_\_\_

Your role: \_\_\_\_\_

Co-Counsel(s): \_\_\_\_\_

Opposing Counsel(s): \_\_\_\_\_

What were the results of the case?

\_\_\_\_\_  
\_\_\_\_\_

	Ninth Circuit	U.S. Supreme Court*	State
Number of Appeals			

*\*Please indicate the number of U.S. Supreme Court cases in which you prepared briefing as amicus or counsel of record*

6. Describe your criminal appellate experience within the five years preceding this application. Please indicate the number of federal appeals and number of state appeals. Use a separate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Describe your post-conviction habeas experience within the five years preceding this application. Please give number of state habeas cases, state habeas evidentiary hearings, as well as the number of federal habeas cases, number of federal habeas evidentiary hearings, and number of federal habeas appeals. Use a separate sheet if necessary.

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## VI. PRIOR PANEL EXPERIENCE

1. Are you presently a member of the CJA Panel in this District? \_\_\_\_\_

If yes, please state dates of membership: \_\_\_\_\_

2. Are you a member of any other criminal indigent panel? \_\_\_\_\_

If yes, please list the panel, dates of membership, the class of criminal cases, for which you are qualified to try, if any, and the name, address, and telephone number of the panel administrator.

3. Were you previously a member of either a federal or state panel? \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

Briefly explain reason(s) for departure from panel(s): \_\_\_\_\_

## VII. ADDITIONAL QUESTIONS

Respond to each of the following inquiries where applicable. Indicate on an attachment which item you are replying to and indicate which questions, if any, are inapplicable.

1. Have you been disciplined by the bar of any state or by any court? \_\_\_\_\_

Are there any such actions pending? \_\_\_\_\_

*If the answer to either question is yes, please explain on a separate sheet.*

2. During the five years preceding this application, have you been arrested, summoned, charged, or convicted of any criminal offense (excluding minor traffic infractions)? *If so, please explain on a separate sheet.* \_\_\_\_\_
3. Has your professional conduct or ability been the subject of comment, favorable or unfavorable, in a written opinion of any judge, court, or other tribunal? *If so, attach a copy of the opinion, state any facts, and circumstances you feel appropriate on an attached sheet.* \_\_\_\_\_
4. Please supply any additional information you wish to support your application.

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### VIII. REFERENCES

Please list three references whom you have known/worked with for at least 5 years in the legal profession.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Period of acquaintance: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Period of acquaintance: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Period of acquaintance: \_\_\_\_\_

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I have carefully read the foregoing application and certify that the information herein is true, or true to the best of my knowledge and belief. I understand that failure to make a truthful disclosure of any fact or item of information required may result in the denial of any application, removal from the panel, or such other action, as the court deems appropriate. If I receive notification from the state bar that I am the subject of any pending state bar review or action, I must notify the CJA Panel Administrator immediately.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California

\_\_\_\_\_  
(Signature of Applicant)

Eastern District of California  
Criminal Justice Act Application Form  
Office of the Federal Public Defender

PROFESSIONAL EXPERIENCE INQUIRY  
AUTHORIZATION AND WAIVER FORM

I hereby authorize the administrators for the disciplinary and inquiry bodies of any court, bar, or other association to disclose to the Criminal Justice Act Administration Committee of the Eastern District of California all information contained in the files of such bodies concerning my present professional status, all complaints which have been made against me, together with the disposition thereof. I expressly waive whatever right I may have to confidentiality of the foregoing information.

I also hereby authorize the custodian of any records or information related to my application for the Criminal Justice Act Panel of the Eastern District of California to permit the examination or receipt of such records and/or information by anyone designated by the Criminal Justice Act Committee.

<i>Print or Type Name</i>	<i>Signature</i>
<i>Social Security Number</i> <i>(Do not enter SSN if renewing membership)</i>	<i>Date Signed</i>

Eastern District of California  
Criminal Justice Act Application Form  
Office of the Federal Public Defender

STATE BAR OF CALIFORNIA  
RELEASE OF ALL CLAIMS FORM

I hereby release, discharge, and exonerate the State Bar of California, its agents and representatives, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, or the information or the investigation made by the State Bar of California.

The undersigned further waives all rights or benefits which the undersigned now has or in the future may have under the terms of §1542 of the Civil Code of the State of California, which said section reads as follows:

“A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executive the release, which if known by him must have materially affected his settlement with the debtor.”

<i>Print or Type Name</i>	<i>Signature</i>
<i>Social Security Number</i> <i>(Do not enter SSN if renewing membership)</i>	<i>Date Signed</i>