



## Colorado Criminal Justice Act Panel Administration

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### 2023 DISTRICT OF COLORADO CRIMINAL JUSTICE ACT PANEL APPLICATION FOR ADMISSION

#### INSTRUCTIONS

Please complete the following application for admission or re-admission to the District of Colorado Criminal Justice Act Panel. This document is a fillable form and has limited character space. If your answer is longer than what the form can accommodate, please complete your answer on the extension pages provided at the end of this application. Be sure to identify extended answers to correspond to the question on the application (e.g. Section VI, continued...). Follow the instructions to submit the completed application. Save the application as a .pdf document for your record.

In addition to your completed application, ALL APPLICANTS must attach a writing sample, written only by you, with all identifying information redacted.

*FIRST TIME APPLICANTS ONLY:* If you are applying to become a member of the CJA Panel for the first time, you must also attach a current Curriculum Vita.

**THE DEADLINE FOR SUBMISSION OF APPLICATIONS FOR THE 2023 PANEL IS JANUARY 31, 2023. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**THIS APPLICATION IS FOR NEW APPLICANTS TO THE DISTRICT OF COLORADO CJA PANEL ONLY. DO NOT USE THIS APPLICATION IF YOU ARE A CURRENT MEMBER OF THE CJA PANEL. IF YOU ARE A CURRENT PANEL MEMBER, YOU HAVE BEEN SENT A SEPARATE APPLICATION BY EMAIL.**

Submit your completed application by clicking the submit button below or save this document and send via email to: [apply@cocja.org](mailto:apply@cocja.org)

[CLICK HERE TO SUBMIT THIS FORM VIA EMAIL](#)

NOTE: This button uses your DEFAULT email program to automatically create an email message and attach the document to submit this form. If your computer is set to a different, email program than you plan on using, please use the email address above to submit your application.

Are you applying for the District of Colorado Panel, the Colorado Springs Misdemeanor Panel, or both?

District of Colorado CJA Panel  
(Front Range, Durango, Grand Junction)

Colorado Springs Misdemeanor Panel  
(You must have an office in the Colorado Springs area)

Name: \_\_\_\_\_  
First Middle Last Suffix (Jr., Sr., II, III, etc.)

Address: \_\_\_\_\_  
Office address  
\_\_\_\_\_  
Other (optional)

Phone: Business \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_  
Other (please specify) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Are you engaged in the full-time practice of law in the District of Colorado? Yes  No

In what state is your primary residence? \_\_\_\_\_

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**I. EDUCATION:**

Law School \_\_\_\_\_ Degree \_\_\_\_\_ Date \_\_\_\_\_

Other Graduate School \_\_\_\_\_ Degree \_\_\_\_\_ Date \_\_\_\_\_

Undergraduate School \_\_\_\_\_ Degree \_\_\_\_\_ Date \_\_\_\_\_

**II. ADMISSION TO PRACTICE:**

Please list all state court(s) where you have been admitted to practice. Include year(s) of admission and status:

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

Please list all federal court(s) where you have been admitted to practice. Include year(s) of admission and status:

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

**III. DISCIPLINARY HISTORY**

Have you ever been disciplined by any court or have you ever been found by a court to have provided ineffective assistance of counsel? Yes  No

If “yes,” please provide details, including the court, the year, and the nature of the issue that resulted in you being disciplined.

Have you ever been sanctioned by a court? Yes  No

If “yes,” provide a brief explanation below, including the date and jurisdiction.

Have you ever been convicted of a crime, other than a minor traffic offense?

Yes  No  If yes, explain the circumstances.

**IV. LEGAL EXPERIENCE**

**A. Please describe any employment experience with the following entities:**

	(Years)	(Location)
<input type="checkbox"/> State or Federal Judiciary	_____	_____
<input type="checkbox"/> Federal Public Defender	_____	_____
<input type="checkbox"/> State Public Defender	_____	_____
<input type="checkbox"/> State Prosecutor	_____	_____
<input type="checkbox"/> City or County Attorney	_____	_____
<input type="checkbox"/> State Attorney General	_____	_____
<input type="checkbox"/> Federal Prosecutor	_____	_____
<input type="checkbox"/> US DOJ Other	_____	_____

**B. Trial Experience**

What is the number of civil and criminal cases you have tried to verdict?

CIVIL \_\_\_\_\_ Bench \_\_\_\_\_ Jury \_\_\_\_\_

CRIMINAL \_\_\_\_\_ Bench \_\_\_\_\_ Jury \_\_\_\_\_

Where were these cases tried?

- U.S. District Court, Colorado
- Other U.S. District Courts
- State of Colorado District Court
- or Other State Court(s)
- County Courts – Colorado
- County Courts – Other States
- Municipal Courts
- Colorado Juvenile Courts

**C. Criminal Defense Experience**

What percentage of your practice is devoted to criminal defense? \_\_\_\_\_

What percentage of these cases are Federal Criminal Cases? \_\_\_\_\_

List all Criminal Justice Act panels on which you currently or have previously served. Please include the year(s) you served:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**D. Trial and Pretrial Motions Experience**

Separately identify at least three **criminal** jury trials, which you tried to verdict, that you believe qualify you for membership on the CJA Panel. Identify the venue, case name, charges, opposing counsel, and presiding judge.

If you have practiced in federal district court, how often have you briefed and filed objections to the presentence report?

Have you presented mitigation evidence? Yes  No  If “yes,” provide a brief explanation.

Describe your experience with a unique or complex motion or sentencing issue, prepared and litigated by you, ruled upon by the presiding court, and exemplifying your best work in criminal defense.

Describe generally how you organize and prepare a complex federal / state criminal case.

How frequently do you employ an investigator on your cases?

How frequently do you retain experts on your cases?

How do you maintain a productive relationship with a difficult client?

Pretrial defendants are often held in remote locations. Are you willing to travel the distances necessary to meet personally with your clients held in these remote locations? Yes  No

If "no," provide a brief explanation.

If appointed to the Panel, will you regularly be available to your client by phone or in person?

Yes  No  If "no," provide a brief explanation.

**V. SPECIAL SKILLS / INTERESTS**

Please identify any languages, other than English, in which you are proficient in the written and/or spoken word. Please describe your level of proficiency. Are you fluent in the language? If yes, briefly describe how you became fluent.

What other professional skills can you bring to the Panel's constitutional and statutory mission?



**VI. COMMITMENT TO SERVE ON THIS PANEL**

Why do you want to become a member of the CJA Panel?

Apart from what you have described elsewhere in this application, is there anything else you want the Selection Committee to know about you?

If selected to serve, will you accept appointment regardless of the nature of the charges and regardless of judge assigned to the case?      Yes     No

If you answered “no” to the question above, please provide a detailed explanation.

**VI. REFERENCES**

Please list three references who are familiar with your trial skills and permitted by you to speak with the Selection Committee.

<u>NAME</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**VII. SELF CERTIFICATION (REQUIRED)**

I believe that I am capable of handling any criminal case to which I am appointed, including complex prosecutions.

I believe that I am capable of handling any "routine" felony appointment under the Federal Criminal Code.

I hereby certify that I have a working knowledge of the Federal Rules of Criminal Procedure, the Federal Rules of Evidence and the United States Sentencing Commission Guidelines Manual, and am competent to try a federal criminal case.

/s/

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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