



## **Colorado Criminal Justice Act Panel Administration**

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### **2024 DISTRICT OF COLORADO CRIMINAL JUSTICE ACT PANEL APPLICATION FOR ADMISSION**

#### **INSTRUCTIONS**

Please complete the following application for 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 if appropriate.

*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 NEW APPLICATIONS IS TUESDAY, JANUARY 16, 2024. 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 ☐

If your primary residence is Colorado, how long have you resided in Colorado? \_\_\_\_\_

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? Yes ☐ No ☐

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

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, case number, the year, and a summary of pertinent facts. Redact if appropriate.

Have you ever been sanctioned or suspended by a court? Yes ☐ No ☐

If “yes,” please provide details, including the court, the year, and the nature of the issue that resulted in you being sanctioned or suspended. Redact if appropriate.

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"/> Municipal Prosecuting Attorney	_____	_____
<input type="checkbox"/> State Attorney General	_____	_____
<input type="checkbox"/> Federal Prosecutor	_____	_____
<input type="checkbox"/> US DOJ Other	_____	_____

**B. Trial Experience**

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

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

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

How many felony jury trials have you tried to verdict? \_\_\_\_\_

☐ 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

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

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

Have you presented mitigation evidence? Yes ☐ No ☐ If “yes,” please describe a case in which you provided substantial mitigation and the impact it had on your plea negotiations or sentencing.

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

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

How frequently do you use the services of a professional investigator on your cases?

How frequently do you retain experts on your cases?

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

What strategies do you employ with clients who live with serious mental illness?

Federal pretrial defendants are often detained while awaiting trial. Your clients may be housed 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.

Are you regularly available to communicate with your client(s) by phone and in person?  
Yes ☐ No ☐ If “no,” provide a brief description.



**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.

If selected to serve on the Colorado CJA Panel, will you become proficient in the use of PACER/CM/ECF and the Federal Courts’ eVoucher billing program? Yes ☐ No ☐

## VI. REFERENCES

Please list three references who are familiar with your skills as a criminal defense attorney and permitted by you to speak with the Selection Committee.

<u>NAME</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>

## VII. SELF CERTIFICATION

- ☐ 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 United States Sentencing Commission Guidelines Manual, the Federal Rules of Evidence, and the Local Rules of the United District Court for the District of Colorado.

TYPE NAME HERE

/s/

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Extension Page

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