UNITED STATES DISTRICT COURT

HEADQUARTERS
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DISTRICT OF NORTH DAKOTA

ROBERT ANSLEY, CLERK

DIVISIONAL OFFICE
655 1ST AVENUE NORTH - Suite 130
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INSTRUCTIONS FOR MEMBERSHIP ON THE CJA PANEL OF ATTORNEYS IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NORTH DAKOTA

Attorneys who wish to apply for admission to the CJA Panel for the District of North Dakota must complete the following:

- CJA Application Form, and
- CJA Attorney Payee Registration

The Panel Selection Committee will begin reviewing applications after January 3, 2011. The Panel Selection Committee will meet at least two times per year to review applications for admission to the CJA Panel.

You may e-mail these forms to the clerk's office using the following address ndd_CJA@ndd.uscourts.gov . If you choose to use the US Mail, the forms should be sent to the Fargo address listed above.

If you have not done so, please review the new CJA Plan at the following link: http://www.ndd.uscourts.gov/pdf/cja_Plan_2009.pdf

On behalf of the judges and clerk's offices in the District of North Dakota, we appreciate your willingness to apply to serve on the CJA Panel. If you have any questions, please call Todd Dudgeon at the Clerk's Office in Fargo at 701-297-7007.

Application for CJA Panel Membership
United States District Court
District of North Dakota

Ralph R. Erickson, Chief Judge
Daniel L. Hovland, District Judge
Patrick A. Conmy, Senior District Judge
Karen K. Klein, Chief Magistrate Judge
Charles S. Miller, Magistrate Judge
Alice R. Senechal, Magistrate Judge

I hereby apply for membership on the CJA Panel of the United States District Court for the District of North Dakota and submit the following information for consideration by the Court.

Name:

Office/Firm Address:

Telephone Number (Office):

E-Mail Address (Office):

Legal Training:

Bar Admissions: list jurisdictions
and ID Number for each
jurisdiction:

Have you ever been the subject of any professional disciplinary complaint which resulted in a reprimand, or in any restrictions on a licence to practice law? If yes, please explain:

Yes ☐ No ☐

List any other advanced degrees, special qualifications potentially applicable to specific types of criminal cases, and foreign languages in which you may be fluent.

According to the CJA Plan, panel attorneys must maintain compliance with continuing legal education requirements of their licensing state. Additionally, to remain on the CJA Panel, attorneys must complete one fo the two following options within a two(2) year period:

1. Attend two complete sessions of the annual continuing education programs conducted by the Federal Public Defender's Office; or
2. Complete 12 hours of continuing legal education specific to criminal defense, at least 2 hours of which are devoted to federal sentencing and the federal sentencing guidelines.

Do you agree to comply with the Panel continuing legal education requirements:

Yes ☐ No ☐

Court records will provide us with your participation in federal criminal cases in the District of North Dakota. If you would like to supplement this application with information from other state or federal court cases, the North Dakota Supreme Court, or the Eighth Circuit Court of Appeals, please use the space below.

Please describe any unique or unusual types of cases you have handled, areas of emphasis, or specialization in your practice. (For example, tax matters, mental health issues, stand-by counsel, wire intercepts, DNA or other forensic areas).

If you lack experience defending federal criminal cases, would you agree to participate, without compensation, in a CJA case with a more experienced attorney who would act as a mentor?

Yes ☐ No ☐

If you have not previously served as a member of the CJA panel, please provide us with up to three references who are familiar with your legal work.

At which court locations do you wish to be considered for CJA appointments? Please check all that apply.

Bismarck ☐ Grand Forks ☐ Fargo ☐ Minot ☐

Have you previously represented a Petitioner in a 28 U.S. C. § 2255 proceeding?

Yes ☐ No ☐

Are you willing to accept appointments as Limited CJA Counsel as defined in Section V(I) of the CJA Plan:

Yes ☐ No ☐

Are you on the CJA Appellate Panel for the eighth Circuit Court of Appeals:

Yes ☐ No ☐

I understand that if I am appointed on any matters before the district court, that appointment will continue through any appeal that may be taken, as well as any related proceeding that may result from the appeal process unless relieved by the Court?

Yes ☐ No ☐

Under penalty of perjury, I declare that the above information is true, correct, and complete, to the best of my knowledge and belief.

_____ _____

Attorney Signature Date

United States District Court
District of North Dakota

CJA ATTORNEY PAYEE REGISTRATION

Name:	
Social Security Number:	
Mailing Address:	
Telephone Number:	
E-mail address:	

Indicate below how payments should be reported to the IRS

☐ Under my Social Security Number and name, as indicated above

OR

☐ To the law firm with which I am affiliated. The law firm's taxpayer identification number, name and address are:

Tax Identification Number of Law Firm:	
Law Firm Name:	
Law Firm Address:	

_____ _____

Attorney Signature Date