

**APPLICATION FOR MEMBERSHIP
CRIMINAL JUSTICE ACT PANEL
NORTHERN DISTRICT OF OKLAHOMA**

INSTRUCTIONS

In the United States District Court for the Northern District of Oklahoma, representation of individuals entitled to court-appointed counsel under the Criminal Justice Act, 18 U.S.C. § 3600A, is provided by the Office of the Federal Public Defender and by private attorneys who are members of the Criminal Justice Act (CJA) panel. Private attorneys may request membership on the NDOK CJA panel by submitting this application and all required supporting documentation. **Only complete applications with all required supporting documentation will be considered.** CJA panel membership is for a three-year term and panel members are required to accept no less than one CJA appointment each calendar year. At the conclusion of a three-year term, CJA panel members who wish to remain on the panel for another term must submit a membership renewal application no later than three months prior to expiration of the current term.

Applicants must meet the criteria set forth in the District Court's CJA Plan (see NDOK GO 21-35; November 5, 2021):

- (1) Applicants must be members in good standing of the Oklahoma bar, the federal bar of this District, and the Tenth Circuit Court of Appeals. (Section IX.C.3.a.)
- (2) Applicants must possess strong litigation skills and demonstrate proficiency with the federal sentencing guidelines, federal sentencing procedures, the Bail Reform Act, the Federal Rules of Criminal Procedure, and the Federal Rules of Evidence. (Section IX.C.3.b.)
- (3) Applicants must have significant experience representing persons charged with serious criminal offenses and demonstrate a commitment to the defense of people who lack the financial means to hire an attorney. (Section IX.C.3.c.)
- (4) Applicants who do not possess the experience set forth above, but believe they have equivalent other experience are encouraged to apply and set forth in writing the details of that experience for the CJA Committee's consideration. (Section IX.C.3.d.)
- (5) Applicants who do not possess the experience set forth above may be referred to the CJA training panel to acquire the necessary experience prior to consideration of their application for membership on the CJA panel. (Section IX.D.)
- (6) Once admitted, CJA panel members are expected to comply with the duties enumerated at Section XI of the NDOK CJA plan including, *inter alia*; (a) conforming to applicable standards of professional conduct; (b) remaining current with developments in federal criminal defense law, practice, procedure, and ESI discovery production; (c) attending six continuing legal education hours relevant to federal criminal practice annually, at least four of which must be earned through attendance at CLE programs sponsored by the Office of the Federal Public Defender; and (d) possessing the facilities, resources, and technological capability to effectively and efficiently manage assigned cases.

To apply for membership on the NDOK CJA panel, please submit: **(1) completed and signed application for NDOK CJA panel membership, (2) a current resume, (3) an OBA MCLE report of CLE credits earned over the last three full calendar years; (4) a recent motion, brief, or memorandum authored by you, and (5) a letter of recommendation from a state or federal judge, or a trial lawyer with more than ten years of experience who is familiar with your legal abilities.** Submit your completed application and all required supporting documentation as a single .pdf attachment by email to stephen_greubel@fd.org

Please direct questions or requests for additional information to Stephen Greubel, CJA Resource Counsel, Office of the Federal Public Defender, Northern District of Oklahoma, at stephen_greubel@fd.org

**APPLICATION FOR CJA PANEL MEMBERSHIP
NORTHERN DISTRICT OF OKLAHOMA**

I am: ☐ making initial application for panel membership.
☐ reapplying for panel membership.

Date of initial panel membership: _____.

1. Contact Information

Name: _____ OBA # _____

Firm Name: _____

Office Address: _____

Office Phone: _____ Cell Phone: _____

Fax Number: _____ Email address: _____

2. Education

Law Degree: _____ Date of Degree: _____

Law School: _____

Undergraduate Degree: _____ Date of Degree: _____

Undergraduate School: _____

Graduate Degree: _____ Date of Degree: _____

Graduate School: _____

3. **Jurisdictions in Which Currently Admitted or Licensed to Practice Law**

State:

Date of Admission:

U.S. District Court:

Date of Admission:

U.S. Court of Appeals:

Date of Admission:

U.S. Supreme Court:

Date of Admission:

4. **Panel Memberships**

Are you currently a member of any CJA panel?

☐ **Yes**

☐ **No**

If yes, list any CJA panels of which you are currently a member:

Have you previously been a member of any CJA panel?

☐ **Yes**

☐ **No**

If yes, list any CJA panels of which you were a member and the reason you are no longer a member:

5. **Practice and Experience**

a. Provide a general description of your current practice. Include the length of that practice and the percentage of your practice that is devoted to federal criminal cases.

b. Describe the nature and length of any prior practices. Include the addresses of those practices.

c. Have you ever been employed as a prosecutor, public defender, law clerk, judge, or justice? ☐ Yes ☐ No

If yes, describe the position, the name of your employer, and the approximate dates of service:

d. Prior criminal and civil experience (trial and otherwise):

	Total Number	Federal Court	State Court
Trials (criminal)	_____	_____	_____
Trials (civil)	_____	_____	_____
Guilty Pleas (criminal)	_____	_____	_____
Appeals (criminal)	_____	_____	_____
Appeals (civil)	_____	_____	_____

e. Describe your familiarity and experience with the Federal Sentencing Guidelines:

- f. Federal district judges and magistrate judges before whom you have tried a case. If the case was a CJA panel appointment, please note that fact with a parenthetical (CJA) after the case name and number:

<u>Judge</u>	<u>Case Name and Number</u>	<u>Dates</u>

- g. Federal appellate experience. If the case was a CJA panel appointment, please note that fact with a parenthetical (CJA) after the case citation or number:

<u>Circuit</u>	<u>Case Citation or Number</u>	<u>Dates</u>	<u>Oral Argument?</u>

- h. Do you have specialized knowledge of or experience with:

Defending complex financial cases:	☐ Yes	☐ No
Immigration matters:	☐ Yes	☐ No
Indian Law or defending state or federal charges that would qualify as crimes under the Major Crimes Act:	☐ Yes	☐ No
Languages other than English:	☐ Yes	☐ No

If you answered “yes” to any of the above, please elaborate:

- i. Describe any other specific experience or training that you believe the CJA Committee should consider when reviewing your application.

6. **Disciplinary History**

- a. Have you ever been disciplined, or are you the subject of any pending disciplinary proceeding, in the bar of any court (state or federal)?

☐

Yes

☐

No

- b. Has any court ever held that you provided ineffective assistance of counsel?

☐

Yes

☐

No

- c. If you answered “yes” to either question, please explain the circumstances and the outcome of the proceedings.

7. **References**

Please list the name, address, and telephone number of three attorneys or judges familiar with your legal skills:

1. _____

2. _____

3. _____

8. **Please Answer Each of the Following Questions**

- a. If you are selected as a member of the CJA Panel, will you be willing to work with other attorneys seeking membership on the panel by acting as a sponsor attorney and actively getting them involved in your CJA appointed cases?

☐ Yes ☐ No

- b. If you are placed on the CJA Training Panel, are you willing to work with CJA Panel or Federal Defender staff attorneys on appointed cases for no compensation in order to gain federal criminal experience?

☐ Yes ☐ No

- c. Do you understand that placement on and involvement in the CJA Training Panel does not automatically lead to membership on the CJA Panel?

☐ Yes ☐ No

- d. Do you understand that Panel members may be removed from the panel with or without cause?

☐ Yes ☐ No

9. **Signature and Date**

I certify that the information contained in this application is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Please submit this completed application and all supporting documentation listed below via email as a single .pdf document to Stephen Greubel, CJA Resource Counsel, Office of the Federal Public Defender, Northern District of Oklahoma, at stephen_greubel@fd.org

Applications must be submitted with the following required documentation:

- a current resume;
- OBA MCLE report of credits earned for the last three full calendar years;
- a recent motion, brief or memorandum; and
- a letter of recommendation from a state or federal judge, or a trial lawyer with more than ten years of experience who is familiar with your legal abilities.

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