

**APPLICATION FOR MEMBERSHIP
CRIMINAL JUSTICE ACT (CJA) PANEL
NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA**

In the United States District Courts for the Northern and Eastern Districts 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 seek membership on the CJA panel of either or both federal districts by completing and submitting this Application and all required supplemental material. **Incomplete Applications will not be considered.** CJA panel membership is for a three-year term. CJA panel members who complete their three-year term and desire an additional three-year term must complete and submit a new Application for membership.

Applicants must meet the criteria set forth in Section IX.C.3 of each District Court's CJA Plan:

- (1) Applicants must be members in good standing of the Oklahoma bar, the federal bar of the district(s) in which membership is sought, and the Tenth Circuit Court of Appeals.
- (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.
- (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.
- (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.
- (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.
- (6) CJA panel members must accept at least one case per calendar year. They must remain current with developments in federal criminal defense law, practice, and procedure, including ESI discovery production. They must attend 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. They must have facilities, resources, and technological capability to effectively and efficiently manage assigned cases.

To apply or reapply for membership on the CJA panel of either or both the Northern and Eastern Districts of Oklahoma, submit: **(1) This Application fully completed and signed, (2) a current resume, (3) a recent motion, brief, or memorandum which you have authored and which represents your best work, and (4) a letter of recommendation from a state or federal judge, or a trial lawyer with more than 10 years of experience who is familiar with the your legal abilities.** Submit your completed Application and all required supplemental material in person, by mail, or by email (as a pdf attachment) to:

CJA Resource Counsel
Office of the Federal Public Defender
Williams Tower I, Suite 1225
One West Third Street
Tulsa, OK 74103
stephen_greubel@fd.org

Direct any questions regarding this Application or CJA panel membership to the CJA Resource Counsel, Stephen J. Greubel, (918) 281-2033, stephen_greubel@fd.org.

**APPLICATION FOR CJA PANEL MEMBERSHIP
NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA**

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

District(s) in which panel membership is sought: ☐ Northern District of Oklahoma
☐ Eastern District of Oklahoma
☐ Both Northern & Eastern Districts of Oklahoma

1. Contact Information

Name: _____ OBA # _____

Firm Name: _____

Office Address: _____

Office Phone: _____ Mobile/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
The Spanish language:	☐ 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. Continuing Legal Education

List CLE programs related to the practice of criminal law that you have attended during the past three years. If you were a presenter, please note that fact with a parenthetical (p) after the course title:

<u>Course</u>	<u>Sponsor</u>	<u>Dates</u>	<u>CLE Hours</u>

7. **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.

8. **References**

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

9. 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 proctor 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

10. Signature and Date

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

Signature: _____ Date: _____

- Verify that you have included:
- ☐ This Application
 - ☐ Current Resume
 - ☐ Recent Motion, Brief or Memorandum
 - ☐ Letter of Recommendation