

## Application for Membership on the Criminal Justice Act Panel for the Eastern District of Pennsylvania

**This Criminal Justice Act Panel Application is to be completed by attorneys requesting to represent clients under the provisions of the Criminal Justice Act in the United States District Court for the Eastern District of Pennsylvania, pursuant to 18 U.S.C. § 3006A.**

*For new applicants, the following documents must accompany the application:*

- two letters of recommendation from either members of the Judiciary before whom you have appeared or from attorneys who practice criminal law. Letters should be from those who are familiar with your work and can attest to your ability to represent criminal clients;
- a resume that includes, at a minimum, college, school, and any post-law school employment;
- a copy of a Certificate of Good Standing from the Pennsylvania State Bar;
- a copy of a CLE Attendance History Report from the Pennsylvania CLE Board which summarizes your CLE attendance over the past three (3) years; and
- samples of your writing in the following order of preference: 1) if possible, submit two federal sentencing submissions; 2) if not, provide a recent (preferably within the past year) substantive piece of writing in a criminal case; 3) if you cannot provide either 1 or 2, please submit a recent (preferably within the past year) writing sample from any case.

**NOTE:** If you previously were a member of the CJA Panel for the EDPA, but are not currently an active member, you are considered a "new" panel applicant and must submit the documents listed above.

*For reappointment applicants, you must complete this application in full, and the following documents must accompany the application:*

- a copy of a Certificate of Good Standing from the Pennsylvania State Bar;
- a copy of a CLE Attendance History Report from the Pennsylvania CLE Board which summarizes your CLE attendance over the past three (3) years; and
- samples of your writing in the following order of preference: 1) if possible, submit two federal sentencing submissions; 2) if not, provide a recent (preferably within the past year) substantive piece of writing in a criminal case; 3) if you cannot provide either 1 or 2, please submit a recent (preferably within the past year) writing sample from any case.

Please email your application package to [Sabrina\\_Easterling@fd.org](mailto:Sabrina_Easterling@fd.org). All applications must be in PDF format and received no later than June 1, 2026.

**Lisa Evans Lewis, Chief Federal Defender  
Chair, CJA Selection Committee  
Federal Community Defender Office  
601 Walnut Street, Suite 540 West  
Philadelphia, PA 19106**

**Section 1 – Personal Information**

Full Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

Office Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Section 2 – Education**

Name and Address of College: \_\_\_\_\_

Date of Graduation and Degree Received: \_\_\_\_\_

Name and Address of Law School: \_\_\_\_\_

Date of Graduation and Degree Received: \_\_\_\_\_

**Section 3 – Bar Admissions**

Admitted To Practice In: \_\_\_\_\_

Supreme Court of Pennsylvania  Date Admitted: \_\_\_\_\_

PA Supreme Court ID: \_\_\_\_\_

United States District Court, EDPA  Date Admitted: \_\_\_\_\_

Third Circuit Court of Appeals  Date Admitted: \_\_\_\_\_

United States Supreme Court  Date Admitted: \_\_\_\_\_

Bar admissions in other jurisdictions. Please list each court with admission date:

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**Section 4 – Previous Panel Experience**

Have you previously applied for appointment to this panel?

If so, and you were not selected, list the date of each application, if known: \_\_\_\_\_

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Have you previously served on this panel? If so, list the dates of your service: \_\_\_\_\_

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If no longer on this panel, please explain: \_\_\_\_\_

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On the following chart, please list, *in reverse chronological order*, the names of the most recent 10 clients to whom you were assigned in the Eastern District of Pennsylvania, including the docket number, the name the Assistant U.S. Attorney, the name of the presiding judge, and the disposition. Attach a separate sheet, if necessary.



Have you ever been removed from, or not renewed on, any panel?

If so, please provide details, including which panel, the year of removal or non-renewal, and the reasons given: \_\_\_\_\_

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<b>Section 5 – Legal Experience</b>
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Have you ever been employed as a prosecutor, public defender or judicial law clerk: If so, please describe the position, the name of your employer, and the dates of employment: \_\_\_\_\_

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Summarize the general nature of your law practice, including the percentage of your practice dedicated to the representation of criminal clients: \_\_\_\_\_

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Indicate by number an approximation of your trial experience:

	<b>Criminal Trials</b>	<b>Civil Trials</b>
<b>Federal Court Jury</b>		
<b>Federal Court Non-Jury</b>		
<b>State Court Jury</b>		
<b>State Court Non-Jury</b>		
	<b>Pleas</b>	<b>Sentences</b>
<b>Federal Court</b>		
<b>State Court</b>		

Trials and proceedings before administrative agencies: \_\_\_\_\_

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List by name the federal judges before whom you have tried a case(s), indicating whether the case was **criminal or civil**: \_\_\_\_\_

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List by name the federal judges before whom you have handled federal sentencing hearings or other criminal litigation: \_\_\_\_\_

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If your answers to the above two questions total less than three, list the names of at least three state judges before whom you have tried a case(s): \_\_\_\_\_

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<b>Section 6 – Disciplinary/Other Actions</b>
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Have you ever been convicted of a crime?                      If so, please provide complete details: \_\_\_\_\_

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Have you ever been held in contempt or been the subject of a contempt proceeding? \_\_\_\_\_ If so, please provide complete details: \_\_\_\_\_

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Have you ever been disciplined by the bar of any state, any court, or by any administrative office of the court?                      If so, please give all pertinent details of the incident(s) i.e., dates, allegations, findings, penalties, outcome,

reinstatements, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your performance as an attorney ever been found to be deficient or ineffective by a court in a judicial proceeding, in either state or federal court? \_\_\_\_\_  
If so, please provide all pertinent details of the incident(s) i.e., dates, allegations, findings, penalties, outcome, reinstatements, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 7 – CJA Panel Membership**

Do you understand the compensation limitations for appointed counsel under the Criminal Justice Act of 1964 and agree to, as full compensation for services, such payments only as approved by the Court within those limits?

Yes                       No

Are you willing to accept an appointment that could call for representation at a trial or other hearing that could exceed a period of one week?

Yes                       No

Do you understand that you are personally responsible for representation of any client you are appointed to represent and may not transfer the representation to any associate, party, or other attorney?

Yes                       No

Do you understand that you will be expected to handle any appeal resulting from an appointment made in the District Court?

Yes                       No

Do you have a working familiarity with the following rules and guidelines?

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|--|------------------------------|-----------------------------|
| The Federal Rules of Criminal Procedure  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Federal Rules of Appellate Procedure | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Federal Rules of Evidence            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The United States Sentencing Guidelines  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Rules of Court for the EDPA          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The Third Circuit Rules and Procedures   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

By checking the following, you certify that you have access to the following:

- \_\_\_\_\_ A Pacer account
- \_\_\_\_\_ An EDPA court issued login/password with ECF
- \_\_\_\_\_ Access to an on-line legal research account through Westlaw/Lexis
- \_\_\_\_\_ Telephone answering machine or equivalent answering service
- \_\_\_\_\_ Ability to accept collect calls

Please describe why you would like to participate in the CJA Panel program for the Eastern District of Pennsylvania: \_\_\_\_\_

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If it is necessary to do so, have you received approval from your law firm, or other partners, to participate in the CJA Panel program?

Yes       No       Not Applicable

<b>Section 8 – Other Relevant Experience</b>
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Please indicate if you are fluent in any foreign language(s) and your level of proficiency: \_\_\_\_\_

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Please list any professional organizations to which you belong: \_\_\_\_\_

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Please indicate if you have any specialized legal training or experience (e.g. Appellate Work, Immigration, Accounting, etc.): \_\_\_\_\_

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Are you available for appointment to represent clients in Non-Death Penalty Habeas Corpus Cases? \_\_\_\_\_ If yes, please list relevant experience: \_\_\_\_\_

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Are you available for appointment to represent clients in Death Penalty Habeas Corpus Cases? \_\_\_\_\_ If yes, please list relevant experience: \_\_\_\_\_

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Are you available for appointments to represent clients at the appellate level? If yes, please list relevant experience: \_\_\_\_\_

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Do you wish to be exclusively designated to receive appointments in the "Upper Tier" of the District, i.e., Allentown, Easton, and Reading?

Yes  No

Have you ever attended a CJA Panel Training Seminar sponsored by the Federal Community Defender Office and the U.S. District Court for the EDPA? \_\_\_\_\_ If so, please state which program and the date(s) attended: \_\_\_\_\_

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Please list any other continuing legal education classes that you have attended within the last three years that relate to criminal practice: \_\_\_\_\_

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Please list any additional information you feel is pertinent, but not covered above:

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