

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. All applications must be in PDF format and received no later than June 2, 2025.

**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 Fax: _____

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:

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: _____

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

If no longer on this panel, please explain: _____

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.

Client Name	Docket Number	AUSA Name	Presiding Judge	Disposition

Have you ever refused to accept an assignment? If so, please give the number of times and explain the circumstances: _____

Have you previously served on any other panel for assigned defense lawyers? If so, list each panel and the dates of your service. If no longer on the panel, please explain: _____

In the past 3 years, have you been relieved from an assigned client in any case for any reason other than his/her retaining a private attorney?

If so, give particulars, including the client's name, docket number, the name of substituting counsel, the Judge, and the reason for being relieved: _____

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: _____

Section 5 – Legal Experience

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: _____

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

Indicate by number an approximation of your trial experience:

	Criminal Trials	Civil Trials
Federal Court Jury		
Federal Court Non-Jury		
State Court Jury		
State Court Non-Jury		
	Pleas	Sentences
Federal Court		
State Court		

Trials and proceedings before administrative agencies: _____

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

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

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): _____

Section 6 – Disciplinary/Other Actions

Have you ever been convicted of a crime? If so, please provide complete details: _____

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

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?

The Federal Rules of Criminal Procedure **Yes** ☐ **No** ☐

The Federal Rules of Appellate Procedure **Yes** ☐ **No** ☐

The Federal Rules of Evidence **Yes** ☐ **No** ☐

The United States Sentencing Guidelines **Yes** ☐ **No** ☐

The Rules of Court for the EDPA **Yes** ☐ **No** ☐

The Third Circuit Rules and Procedures **Yes** ☐ **No** ☐

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: _____

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 ☐

Section 8 – Other Relevant Experience
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Please indicate if you are fluent in any foreign language(s) and your level of proficiency: _____

Please list any professional organizations to which you belong: _____

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

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

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

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

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: _____

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

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

Authorization and Certification

I hereby authorize all educational institutions, government agencies, and instrumentalities (including bar associations and bar examiners of other jurisdictions), employers and business professional associates (past and present) to release to the CJA Panel Selection for the Eastern District of Pennsylvania, any non-privileged information, files, or records requested by them for the purpose of processing this application.

I further state that I carefully read the foregoing application and that the information therein is true to the best of my knowledge and belief. I fully understand that failure to make a truthful disclosure of any fact or item of information required may result in the denial of my application, and such other actions as the Court deems appropriate.

This application will be considered a confidential court records of the U.S. District Court for the Eastern District of Pennsylvania. It will be used only by members of the CJA Panel Selection Committee and members of the Federal Defender Office and court personnel charged with the administration of the CJA Panel.

Executed on _____ at _____, Pennsylvania.
(date) (city)

APPLICANT SIGNATURE

For CJA Selection Committee Use Only:

Applicant Recommended: ☐

Applicant Not Recommended: ☐

Comments: