

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

IN RE:

CJA MENTORSHIP PROGRAM

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STANDING ORDER

In order to increase the diversity of the members of the Criminal Justice Act (“CJA”) Panel, ensure quality representation for all defendants receiving representation by CJA Panel members, and create a pipeline of talented CJA Panel attorneys to continue providing that representation, the Judges of this Court have approved the creation of a CJA Mentorship Program which is hereby established with immediate effect and in accordance with the following provisions:

1. This Mentorship Program is intended to (a) provide exposure to and experience in federal criminal practice for qualified attorneys who may otherwise meet the requirements for service on the CJA Panel but for their lack of experience in federal criminal practice, and (b) diversify the membership of the CJA Panel by encouraging increased participation by currently underrepresented groups.
2. The Mentorship Program will be led by two Co-Directors, one of whom must be a current CJA Panel attorney and one of whom must be an attorney from the Federal Community Defender Office for the Eastern District of Pennsylvania. The Co-Directors will be appointed by the Chief Judge of the Eastern District of Pennsylvania, or his or her designee, based on the review and recommendation of

the CJA Panel Selection Committee and the Chief Defender of the Eastern District of Pennsylvania. The Co-Directors and the Selection Committee are responsible for (1) review and selection of applicants for admission into the Mentorship Program as Mentees; (2) selection and approval of Mentors for the Mentorship Program; (3) administration of orientation and training programs for Mentees; and (4) identification of appropriate cases for the assignment of Mentees, with assistance from Mentors for the Mentorship Program. Co-Directors are responsible for informing the Chief Judge, or his or her designee, of the final selection of Mentees admitted into the Mentorship Program.

3. The following requirements apply to Mentors in the Mentorship Program:
 - a. A Mentor must be an attorney with substantial federal criminal practice experience who is a member of the CJA Panel of the Eastern District of Pennsylvania and who has demonstrated interest in training, advising, and educating Mentees who are admitted into the Mentorship Program.
 - b. No Mentor will be assigned more than one Mentee, although a Mentee may have more than one Mentor.
 - c. Mentors must receive training on the goals and objectives of the Mentorship Program, the selection of appropriate cases for use in teaching, the need to expose Mentees to all aspects of federal criminal practice, and the importance of providing a comprehensive review and frank assessment of a Mentee's progress and ability to practice in federal court.

- d. In accordance with Section 5 of this Standing Order, Mentors chosen by the Selection Committee will identify CJA cases to which they have been appointed that would be appropriate teaching cases for a Mentee. Subject to the approval of the presiding judge, the Co-Directors will then assign a Mentee to that case.
 - e. Each Mentee will meet with the Co-Directors twice a year to discuss the matters that the Mentor and Mentee have worked on together as well as the progress of the Mentee in the Mentorship Program.
4. The following requirements and conditions apply to attorneys applying to be Mentees in the Mentorship Program, as well as those ultimately selected as Mentees:
- a. Attorneys selected to be Mentees must exhibit strong legal research and writing skills, have three or more years of criminal trial experience (either as lead counsel, second chair, or other comparable experience in court), and would, with the additional federal criminal trial experience obtained through the Mentorship Program, merit consideration for membership on the CJA Panel.
 - b. Applicants must be admitted to practice in the Eastern District of Pennsylvania and must submit a completed application form, brief resume, and writing sample.
 - c. The Co-Directors and/or the Selection Committee will meet with each Mentee twice a year, and each Mentee will be required to complete an evaluation form regarding his/her Mentor(s) at the conclusion of their

training period, which is expected to last two years or until the completion of two matters.

- d. Mentees are not guaranteed appointment to the CJA Panel upon the conclusion of their training period, although Mentees who successfully complete the Mentorship Program will be encouraged to apply for appointment to the CJA Panel. Mentees who apply for appointment to the CJA Panel will undergo the normal application review process, and the Selection Committee may solicit the review of their Mentor(s), the Selection Committee, and the judges before whom the Mentee has appeared as to whether the Mentee qualifies for appointment to the CJA Panel. No person has a right to be selected as a Mentee or to be appointed to the CJA Panel.
5. The following parameters apply to case selection and assignment within the Mentorship Program:
- a. With the assistance of the Co-Directors, who will monitor newly presented cases before Magistrate Judges as they arise, Mentors will identify CJA cases to which they have been appointed that would be appropriate teaching cases for a Mentee.
 - b. Selection of cases will give preference to newly presented cases that will expose Mentees to varied issues across the spectrum of criminal representation in federal court (*e.g.*, fast track program procedures, bail and release, discovery review, proffer sessions, plea negotiations, sentence guideline calculations and negotiations, client interviews and conferences

regarding various issues and themes, legal research and writing, and possible evidentiary hearing or trial). Once a case is identified as appropriate for the Mentorship Program, the Co-Directors will select a Mentee to be assigned to the case.

- c. The Mentor is responsible for filing a motion requesting that the presiding Magistrate Judge or District Judge formally assign the Mentee to the case. Judges are encouraged to freely grant the motion in appropriate cases.
 - d. If the motion is granted, the presiding judge will order the appointment of the Mentee as co-counsel in the case and chambers will notify the Clerk's Office of the need for a separate appointment for the representation in eVoucher.
 - e. Cases will only proceed as part of the Mentorship Program with the approval of the presiding judge, and with the understanding that compensation for the Mentor and Mentee is subject to the requirements outlined below in Section 7.
 - f. Mentees may only be assigned to two cases through the Mentorship Program at a time. No Mentor may be assigned more than one Mentee at a time.
6. Mentees have the following responsibilities in the cases to which they have been assigned:
- a. Appear and argue on the record on behalf of the defendant. The Mentor, as counsel of record, must be present in court with the Mentee at all times. The

Mentee will be required to register for and otherwise comply with the Court's ECF system and requirements.

- b. Under the direction of and in the presence of the Mentor, confer on behalf of the defendant with: the government; chambers; U.S. Pretrial Services Agency personnel; U.S. Probation Officers; federal, state, and local law enforcement agents and agencies; U.S. Bureau of Prisons personnel; the defendant's family, friends, and potential witnesses; interpreters; and other members of the defense team, including but not limited to investigators or paralegals.
- c. Obtain, organize, and review discovery material; perform legal research; draft and file submissions, pleadings, memoranda, and motions under the review and co-authorship of the Mentor; organize exhibits; and engage in other trial preparation activities.
- d. Under the direction of and in the presence of the Mentor, participate in hearings, trials, and evidentiary proceedings. Examination of witnesses or any addresses or statements to a jury will be done only under the direction of the Mentor and with the Mentor present during the examination, address, or statement.
- e. During the Mentorship Program, Mentees are required to draft at least one sentencing memorandum and participate in at least one sentencing hearing. The Co-Directors will work with Mentors to ensure that the Mentee has such

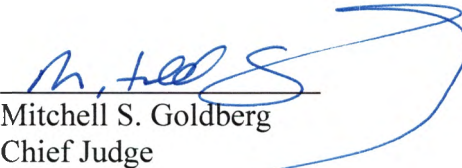
an opportunity in at least one of the two cases to which the Mentee is assigned in the Program and will work to identify appropriate cases for such efforts.

- f. Mentees must complete a minimum of six (6) CLE credits that focus on federal criminal practice skills. Such CLE credits may be obtained at training events held by Federal Community Defender Office for the Eastern District of Pennsylvania, and that office is encouraged to continue providing such trainings. In addition, Mentees must attend Mentorship Program orientation sessions and other seminars and workshops coordinated by the Committee on specific CJA Panel requirements and federal criminal practice skills.
7. The following requirements pertaining to voucher preparation and compensation will apply:
- a. The Mentee shall submit a voucher as co-counsel on the assigned case to the presiding Judge and Clerk of Court for approval and payment. The Mentee shall be paid at 80% of the authorized CJA attorney rate and is subject to the same voucher obligations as CJA attorneys. Total compensation for a Mentee per case shall ordinarily be capped at 80% of the applicable statutory threshold for circuit-court review under 18 U.S.C. § 3006A(d)(2) and the Guide to Judiciary Policy, Vol. 7A, § 230.23.20 (Current Attorney Case Compensation Maximums). In cases that require an unusual amount of effort, the Mentor may apply to the Court to raise the Mentee cap through the same process for seeking excess case compensation under the Guide to

Judiciary Policy, Vol. 7A, § 230.23.40 (Waiving Case Compensation Maximums).

- b. The Mentee's case maximum shall be separate from that of the Mentor for all purposes, including circuit review.
 - c. Mentors will be reimbursed for all case-specific work they complete at the appropriate panel attorney rate, subject to the usual caps. When submitting CJA 20 vouchers, Mentors may not include time spent solely on training or educating a Mentee that is not related to a specific case, and they may not include time spent on work actually performed by the Mentee. Mentors are permitted to include in their CJA 20 vouchers time spent on case-specific work jointly undertaken with the Mentee.
8. A Mentee is expected to remain in the Mentorship Program for two years or until the Mentee has provided significant legal services on two cases, as set forth in Section 4 above.

IT IS SO ORDERED.


Mitchell S. Goldberg
Chief Judge

Date: July 14, 2025