

**UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF WEST VIRGINIA**

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**APPLICATION FOR MEMBERSHIP  
ON THE CRIMINAL JUSTICE ACT PANEL AND TRAINING PANEL**

The following application is to be completed by attorneys desiring to represent defendants under the provisions of the Criminal Justice Act in the United States District Court for the Southern District of West Virginia. Please print or type.

\* I would like to be considered for admission to the

- CJA Panel  
 CJA Training Panel

**I. Personal Information**

Name and Firm \_\_\_\_\_  
\_\_\_\_\_

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

Office Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Bar No. (in each state where admitted) \_\_\_\_\_

**II. Education and Bar Admission**

Name of Law School \_\_\_\_\_

Year of Graduation \_\_\_\_\_

Law School Honors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Admitted to practice in the following state(s) / date(s): \_\_\_\_\_  
\_\_\_\_\_

Admitted to practice in the Southern District of West Virginia on \_\_\_\_\_

Admitted to practice in the Court of Appeals for the Fourth Circuit (if applicable) on \_\_\_\_\_

\_\_\_\_\_

**III. Disciplinary Actions**

Have you ever been disciplined (or are you subject of any pending disciplinary action) by the West Virginia Bar or the Bar of any other state? \_\_\_\_\_

Have you ever left the West Virginia Bar or the Bar of another state when you were not in good standing? \_\_\_\_\_

Have you ever been refused admission to the West Virginia Bar or the Bar of any other state for disciplinary reasons? \_\_\_\_\_

**IV. Background**

Please explain any education or experience that you believe would make you qualified to serve on the CJA Panel or Training Panel. *For CJA Panel applicants*, specifically note any federal court, criminal trial, federal law clerk, or complex civil litigation experience. \_\_\_\_\_

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Have you ever served on a West Virginia state court criminal appointment list? Please indicate the dates and applicable judge(s) and circuit(s): \_\_\_\_\_

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Have you at any time been a member of the CJA Panel for this Court or any other court? If so, please include the court and dates: \_\_\_\_\_

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Have you ever been removed or voluntarily resigned from any indigent defense panel (or removed from eligibility to receive appointments by any court) other than for reasons of relocation or rotation as part of the panel's regular procedures? \_\_\_\_\_

If so, describe the grounds given, if any, for the removal, and the reasons for the resignation. Personal, family or health reasons need not be described in detail. \_\_\_\_\_

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Please explain your familiarity with the Federal Rules of Criminal Procedure, Federal Rules of Evidence, Bail Reform Act, and the United States Sentencing Guidelines. \_\_\_\_\_

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List any continuing legal education programs relating to criminal defense in which you have participated, either as a participant or lecturer, during the past three (3) years. Please indicate (a) whether the programs included a component on the United States Sentencing Guidelines, and (b) the entity that sponsored the program(s): \_\_\_\_\_

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Please describe the general nature of your current practice, please include any legal specialties or other skills you possess (fluent in second language etc.)\_\_\_\_\_

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For current CJA Training Panel members applying for membership on the CJA Panel, please specify the number of federal criminal defense cases that you participated in as a member of the Training Panel and generally describe what tasks (client visits, legal research, drafting pleadings etc.) you participated in and what court proceedings you participated in/attended. Attach additional sheets if necessary.

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**V. References**

Please list the names and telephone numbers of three (3) professional references, who must be judges and/or practicing attorneys in good standing with the West Virginia State Bar.

<u>Name</u>	<u>Telephone Number</u>
_____	_____
_____	_____
_____	_____

**VI. Panel Preferences**

1. *Mentoring preference* (Optional): Do you know someone who is on the CJA Panel and/or who does retained federal criminal work whom you would like to use as a mentor?

(1) Name \_\_\_\_\_  
Contact info \_\_\_\_\_

(2) Name \_\_\_\_\_  
Contact info \_\_\_\_\_

(3) Name \_\_\_\_\_  
Contact info \_\_\_\_\_

2. *Points of Holding Court.* Please indicate on which list(s) you would like to serve. (This means that you are willing to take cases originating in the indicated points of holding court.)

Charleston _____	Huntington _____
Beckley _____	Bluefield _____
Parkersburg _____	

3. *Cases.*

Are there any types of cases you would not be willing to handle? Explain. \_\_\_\_\_

\_\_\_\_\_

How many cases are you willing to handle (CJA Panel)/assist with (Training Panel) per year?

\_\_\_\_\_

Are you interested in taking appointments that will involve appellate or habeas corpus work?

\_\_\_\_\_

**VII. Certification**

I certify under penalty of perjury that the statements I have made in this submission are true to the best of my knowledge. I am familiar with the district's revised CJA Plan and the *Guidelines for the Administration of the CJA and Related Statutes*, and will abide by the same, should I be selected for membership on the CJA Panel.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit this application to the following address:

Angie Volk, CJA Supervising Attorney  
U.S. District Court, Southern District of West Virginia  
Attn: CJA Application  
P.O. Box 2546  
Charleston, WV 25329