**Last Name, First Name**

**Current Employer / Firm**

**CJA Attorney Development Program (ADP)**

**Application 2019**

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| --- |
| **PLEASE INDICATE THE AREA FOR WHICH YOU ARE APPLYING FOR THE ATTORNEY DEVELOPMENT PROGRAM.** |
| \_\_\_\_ San Francisco / Oakland Area\_\_\_\_ San Jose  |
|  |

 **The Northern District of California *Mentorship program* is a separate application. The Mentorship program assists well-qualified state practitioners gain sufficient federal experience to apply to the District’s trial panels. Details on the program may be found here:** [**http://www.cand.uscourts.gov/becomingamember**](http://www.cand.uscourts.gov/becomingamember)

 **This District’s *Attorney Development Program* (“A.D.P.”) is intended for less-experienced practitioners, with the goal of exposing counsel to federal criminal defense practice. Counsel who do not meet the qualifications for the Mentorship program may be considered as A.D.P. candidates.**

***Applications must be submitted online by 5:00 p.m. on Friday, April 5, 2019.***

***Please begin with the instructions for this Application.***

***Proper compliance with application instructions is considered as a factor***

***during the CJA Mentorship and ADP selection process.***

**MINIMUM REQUIREMENTS:**

1. Are you a member in good standing of the bar of this Court and the State Bar of California?

YES: \_\_\_ NO: \_\_\_\_

2. Is your principal place of business located within the Northern District division area for that panel (below)?

 YES: \_\_\_ NO: \_\_\_\_

**San Francisco/Oakland**: Principal place of business located within Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Sonoma, Mendocino, Lake, Humboldt, or Del Norte County. (Members of the San Francisco/Oakland panel must be willing to take cases in either venue).

**San Jose**: Principal place of business located within Santa Clara, Santa Cruz, Monterey, or San Benito County.

**ADP APPLICATION**

1. **Current Information**

|  |  |
| --- | --- |
| 1. Name:
 |  |
| 1. State Bar Number:
 |  |
| 1. Principal Place of Business
 |  |  |  |
| Street Address: |  |
| City, State, Zip: |  |
|  |  |  |  |
|  | Business Telephone | Facsimile Number | E-mail Address |
| Name of Law Office: |  |
| 1. Your Title/Position:
 |  |
| 1. Supervisor/Managing Partner’s Name (if any):
 |  |
| 1. Dates of Employment or Affiliation:
 | From:  | To:  |

1. If you provide legal services at more than one location, please list the additional address(es) and percentage of time spent working at each.

| Firm/Address | % |
| --- | --- |
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1. Please provide a synopsis of your current position(s), including the nature of the practice and types of matters that account for most of your time:

**B. Past Legal Employment or Affiliations:**

1. List legal experience for the 10 years preceding your current position. **NOTE: If you were employed as a prosecutor or public defender *at any time*, please include that information.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Firm or Affiliation** | **From** | **To** | **Title** | **Responsibilities** | **Supervisor Name/Telephone / E-mail** |
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**C. Description of Legal Practice**

1. Summarize your criminal law experience and practice, including the number of felony and misdemeanor cases tried, the number of appeals handled, and the types of non-trial matters (e.g., extradition, habeas corpus) in which you have been involved.

|  |
| --- |
| 1. Over the past seven years, approximately what percentage of your time in legal work involved:
 |
| Federal civil law matters  |  | % |
| Federal criminal law matters  |  | % |
| State civil law matters |  | % |
| State criminal law matters |  | % |
| Other: |  |  |
|  Civil rights litigation |  | % |
|  Administrative law |  | % |
|  Representing attorneys in State Bar matters involving fitness to practice law |  | % |

|  |
| --- |
| 1. Estimate the percentages of your total time spent in legal work during the last seven years that were:
 |
| In Court  |  | % |
| Litigation, not in court  |  | % |
| Negotiations and/or mediation |  | % |
| Advising and/or counseling clients  |  | % |
| Legal research and writing  |  | % |
|  Supervising the legal work of others  |  | % |
|  Legal education  |  | % |
| Other matters [list][[1]](#footnote-1)  |  | % |

**D. Trial Experience**

Provide the following information for any jury trials in which you were involved. It is preferred that you describe your more significant and recent cases. In the absence of five trials, list complex criminal or civil matters which resolved other than by trial. **Please use the following format for each trial. It is important that you provide the information in this format.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **1. Case Name** | **Case Number** | **Presiding Judge** | **Court** |
|  |  |  |  |
| **Co-Counsel Names and Phone Numbers (all)** | **Opposing Counsel Names and Phone Numbers (all)** |
|  |  |
| Nature of Case: |  |
| Your Role: |  |
| Trial Start and End Dates: |  |
| Results of your efforts: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Case Name** | **Case Number** | **Presiding Judge** | **Court** |
|  |  |  |  |
| **Co-Counsel Names and Phone Numbers (all)** | **Opposing Counsel Names and Phone Numbers (all)** |
|  |  |
| Nature of Case: |  |
| Your Role: |  |
| Trial Start and End Dates: |  |
| Results of your efforts: |  |
| Results of your efforts: |  |

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| --- | --- | --- | --- |
| **3. Case Name** | **Case Number** | **Presiding Judge** | **Court** |
|  |  |  |  |
| **Co-Counsel Names and Phone Numbers (all)** | **Opposing Counsel Names and Phone Numbers (all)** |
|  |  |
| Nature of Case: |  |
| Your Role: |  |
| Trial Start and End Dates: |  |
| Results of your efforts: |  |

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| --- | --- | --- | --- |
| **4. Case Name** | **Case Number** | **Presiding Judge** | **Court** |
|  |  |  |  |
| **Co-Counsel Names and Phone Numbers (all)** | **Opposing Counsel Names and Phone Numbers (all)** |
|  |  |
| Nature of Case: |  |
| Your Role: |  |
| Trial Start and End Dates: |  |
| Results of your efforts: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Case Name** | **Case Number** | **Presiding Judge** | **Court** |
|  |  |  |  |
| **Co-Counsel Names and Phone Numbers (all)** | **Opposing Counsel Names and Phone Numbers (all)** |
|  |  |
| Nature of Case: |  |
| Your Role: |  |
| Trial Start and End Dates: |  |
| Results of your efforts: |  |

**E. Prior Panel Experience**

1. If you are a past or present member of any district's Criminal Justice Act Trial or Appeals Panel, list dates of panel membership.
2. For any other criminal indigent panel of which you are or were a member, please list the panel, the dates of membership, the highest class of criminal case (e.g., misdemeanor, homicide, etc.) you were qualified to try if any, and the name, address and telephone number of the panel supervisor or administrator.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Panel** | **Dates of Membership** | **Case Class** | **Panel Supervisor / Administrator** |
| **Name** | **Telephone** |
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**F. Court Admission**

Please list dates of admission to:

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| --- | --- |
| * Northern District of California
 |  |
| * Ninth Circuit Court of Appeals
 |  |
| * United States Supreme Court
 |  |
| * State Bar of California
 |  |

List state court bars other than California to which you are presently admitted to practice and the year of admission. Provide the addresses of the administrative offices of these organizations.

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| --- | --- | --- |
| State Bar | Year Admitted | Bar # |
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**G. Education / Special Skills**

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| --- | --- | --- |
| 1. | Undergraduate Degree(s) |  |
|  | Institution(s) Attended |  |
|  | Major Field(s) of Study |  |
|  | Year Received |  |
|  |  |  |
| 2. | Law School  |  |
|  | Institution Attended |  |
|  | Degree / Year Received |  |
|  | Honors, if any |  |
|  | Awards, if any |  |
|  | Law Review Membership? |  |
|  | Other Achievements/Activities |  |
|  |  |  |
| 3. | Other Education /Graduate School |  |
|  | Institution(s) Attended |  |
|  | Course(s) of Study |  |
|  | Degree(s) / Year(s) Received (if any) |  |

1. List any specialized legal expertise or experience (e.g., immigration, tax, intellectual property).
2. List any foreign languages you speak, and indicate your level of proficiency.

|  |  |
| --- | --- |
| Language | Proficiency level (fluent, speak, read, write) |
|  |  |
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1. Describe software used by you or your staff:

Excel or other billing/spreadsheet software

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of Software | Version | Proficiency |
|  | Expert | Average | Novice |
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Document indexing/organization/database software

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| --- | --- | --- | --- |
|  | Name of Software | Version | Proficiency |
|  | Expert | Average | Novice |
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Trial presentation software

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| --- | --- | --- | --- |
|  | Name of Software | Version | Proficiency |
|  | Expert | Average | Novice |
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Web-hosted document repositories

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| --- | --- | --- | --- |
|  | Name of Software | Version | Proficiency |
|  | Expert | Average | Novice |
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**H. References**

Please list information for three to five persons who are well-acquainted with your work and with your qualifications to be a panel member. This list should include one judge and one opposing counsel.

|  |  |  |
| --- | --- | --- |
| 1. | Name |  |
|  | Title |  |
|  | Phone |  |
|  | Email |  |
|  | Relationship |  |
|  | Period of acquaintance |  |

|  |  |  |
| --- | --- | --- |
| 2. | Name |  |
|  | Title |  |
|  | Phone |  |
|  | Email |  |
|  | Relationship |  |
|  | Period of acquaintance |  |

|  |  |  |
| --- | --- | --- |
| 3. | Name |  |
|  | Title |  |
|  | Phone |  |
|  | Email |  |
|  | Relationship |  |
|  | Period of acquaintance |  |

|  |  |  |
| --- | --- | --- |
| 4. | Name |  |
|  | Title |  |
|  | Phone |  |
|  | Email |  |
|  | Relationship |  |
|  | Period of acquaintance |  |

|  |  |  |
| --- | --- | --- |
| 5. | Name |  |
|  | Title |  |
|  | Phone |  |
|  | Email |  |
|  | Relationship |  |
|  | Period of acquaintance |  |

**I. Additional Questions**

Respond to each of the following inquiries. If you need to provide additional information, please use the following page for your explanation(s).

1. Has your license or right to practice before any state, court agency, or other tribunal ever been denied, revoked or suspended? If so, fully describe the facts and circumstances.

YES: \_\_\_\_ NO: \_\_\_\_\_\_\_\_

2. Have you ever been censured, reprimanded, adjudged or held in contempt or otherwise disciplined by any judge, court, agency or tribunal? If so, fully describe the facts and circumstances. YES: \_\_\_\_ NO: \_\_\_\_\_\_\_\_

3. Has your professional conduct or ability been the subject of comment, favorable or unfavorable, in a written opinion of any judge, court, or other tribunal? If so, attach a copy of the opinion and describe the facts and circumstances. YES: \_\_\_\_\_ NO: \_\_\_\_\_

4. Have you ever been the subject of any complaint filed with, or made to any attorney disciplinary body or any bar association or committee thereof? If so, fully describe the facts and circumstances and the disposition of the matters. YES: \_\_\_\_\_ NO: \_\_\_\_\_

5. Have you been sued by a client? If so, describe the facts and circumstances, the court and case number(s), and the disposition(s) of the matter(s). YES: \_\_\_\_\_ NO: \_\_\_\_\_

6. Have you ever applied for and been denied membership on any indigent defense panel? If so, please indicate the panel(s), dates that you applied, and reasons given, if any, for the denial(s). YES: \_\_\_\_\_ NO: \_\_\_\_\_

7. Do you understand that you are not entitled to indemnification by this Court, the Federal Government, or any provision of the CJA for any claims by your clients or service providers resulting from your representation of a CJA client? YES: \_\_\_\_\_ NO: \_\_\_\_\_

8. Do you understand that participation in the ADP program does not guarantee acceptance onto the CJA panel in following years?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

**J. Supplemental Questions** – optional

1. Please supply any additional information you wish to support your application.

***END OF MAIN APPLICATION***

1. E.g., administration, business development, firm management, etc. [↑](#footnote-ref-1)