

**APPLICATION NOTICE AND INSTRUCTIONS FOR COMPLETING THE  
QUESTIONNAIRE AND APPLICATION FOR MEMBERSHIP ON THE PANEL & DEVELOPMENT PANEL  
OF PRIVATE ATTORNEYS UNDER THE CRIMINAL JUSTICE ACT PLAN FOR THE  
UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF INDIANA  
(EVANSVILLE AND NEW ALBANY DIVISIONS)**

**Application Notice**

The United States District Court for the Southern District of Indiana will accept applications annually, during the time period of **September 1 through October 31**, from persons interested in serving on the court's Criminal Justice Act Panel for the Evansville and New Albany Divisions.

Each year the court will review the size of the Evansville and New Albany Panels to determine if they are large enough to provide a sufficient number of experienced attorneys to handle the CJA caseload, yet small enough so that panel attorneys receive an adequate number of appointments to maintain their proficiency in federal criminal defense work, and thereby provide high quality representation.

Appointments to the panel will be made for a three-year term based on the court's assessment of the attorney's history of CJA service or other proven ability to provide federal criminal defendants with timely, attentive, high-quality advocacy; adequate continuing legal education credits in criminal defense or federal practice; and attorney discipline and complaints. Preference will be given to current panel members who have demonstrated those qualities set out above.

**Instructions**

1. Please complete all sections of this form.
2. The preferred method of submission for completed forms is via E-mail at: [localrules@insd.uscourts.gov](mailto:localrules@insd.uscourts.gov). Alternatively, you can submit your form by mail by printing your completed form and mailing it to: Laura A. Briggs, Clerk of Court, United States District Court, 46 E. Ohio Street, Room 105, Indianapolis, IN 46204. Applications will be considered if submitted only during the time period referenced herein.
3. The membership of the panel and development panel will be approved by the District Court Judges annually.
4. If you have any questions about the completion of this form, please contact Laura Briggs at 317-229-3700.

**QUESTIONNAIRE AND APPLICATION FOR MEMBERSHIP ON THE PANEL & DEVELOPMENT  
PANEL OF PRIVATE ATTORNEYS UNDER THE CRIMINAL JUSTICE ACT PLAN FOR THE  
UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF INDIANA**

This questionnaire and application is to be completed by attorneys who wish to apply to represent eligible criminal defendants under the provisions of the Criminal Justice Act Plan adopted by the United States District Court for the Southern District of Indiana, and by those who wish to apply for the Development Panel. Completed applications can be submitted by E-mail to [localrules@insd.uscourts.gov](mailto:localrules@insd.uscourts.gov). Any questions, please contact Laura Briggs at (317) 229-3700.

<b>1. FULL NAME:</b>	<b>STATE BAR NUMBER:</b>
<b>2. OFFICE ADDRESS (Including name of law firm):</b>	<b>3. HOME ADDRESS:</b>
<b>Office Telephone:</b>	<b>Home Telephone:</b>
<b>Fax Number:</b>	<b>E-mail:</b>

**4. EDUCATION: Name and Address of Law School**

  
  
  
  
  
  
  
  
  
  

**Date of Graduation and Degree Received:**

**5. BAR ADMISSIONS -- Admitted to Practice In:**

Supreme Court of Indiana	<input type="checkbox"/>	Date Admitted:	
United States District Court, Southern District of Indiana	<input type="checkbox"/>	Date Admitted:	
United States Court of Appeals for the Seventh Circuit	<input type="checkbox"/>	Date Admitted:	
United States Supreme Court	<input type="checkbox"/>	Date Admitted:	

Bar Admission in other Jurisdictions. Please list each court with admission date:

**6. DISCIPLINARY ACTIONS**

Have you ever been disciplined by any court or commission, including private reprimands?

Yes       No

If yes, please explain in detail the circumstances and the results. Attach a separate sheet if necessary.

**7. PRACTICE BACKGROUND**

(a) Have you ever been employed as a full-time prosecutor, public defender, law clerk to a judge or justice, law enforcement or as a probation officer?

Yes       No

If yes, please describe the position, the name of your employer, and the dates of employment. Attach a separate sheet if necessary.

(b) Have you ever been appointed by this Court to represent an eligible criminal defendant pursuant to the Criminal Justice Act?

Yes       No

Number of times:

By the United States Court of Appeals for the Seventh Circuit?

Yes       No

Number of times:

By any other Courts?

Yes       No

Number of times:

If yes, please identify the Court and list the approximate year(s) of your appointment(s). Attach a separate sheet if necessary.

(c) Please describe any continuing legal education experience you may have had, either as a lecturer or participant in criminal or trial advocacy programs and/or federal criminal defense programs within the past five years. Attach a separate sheet if necessary.

**8. TRIAL EXPERIENCE**

(a) Approximately how many felony cases have you tried to verdict in:

United States District Court, Southern or Northern District of Indiana \_\_\_\_\_  
Indiana State Court \_\_\_\_\_  
Other Courts \_\_\_\_\_

(b) Approximately how many pleas and sentencings have you handled in:

United States District Court, Southern or Northern District of Indiana \_\_\_\_\_  
Indiana State Court \_\_\_\_\_  
Other Courts \_\_\_\_\_

(c) Approximately how many civil cases have you tried to verdict in:

United States District Court, Southern or Northern District of Indiana \_\_\_\_\_  
Indiana State Court \_\_\_\_\_  
Other Courts \_\_\_\_\_

(d) Have you had trial experience in a state or federal death penalty case?  Yes  No

If yes, please describe each of the death penalty cases in which you have had trial experience. In addition, please describe any appellate experience you may have had in state or federal death penalty cases, including post-conviction relief or habeas corpus proceedings. Attach a separate sheet if necessary.

### 9. SPECIAL QUALIFICATIONS

Please indicate whether you have any special qualifications, such as fluency in a foreign language or expertise in a specialized area of law, e.g., immigration, which you believe the District Judges should be aware of in reviewing your application. Attach a separate sheet if necessary.

### 10. LEGAL REFERENCES

Please list no more than five local judges and attorneys familiar with your legal skills. For each reference, list a phone number and e-mail address.

### 11. DECLARATIONS

(a) I understand that if I am appointed to represent a criminal defendant in any case before the United States District Court for the Southern District of Indiana pursuant to its Criminal Justice Act Plan, the appointment will continue through any appeal that may be taken to the United States Court of Appeals for the Seventh Circuit and to the United States Supreme Court, and any Rule 35 Motion for Reduction of Sentence which may be appropriate following the conclusion of the appeals, as well as any related proceedings that may result from the appellate process, unless relieved from the appointment by Order of Court.  Yes

(b) I have read and am familiar with the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, the Rules of the United States District Court for the Southern District of Indiana, the Indiana Rules of Professional Conduct, and the *United States Sentencing Guidelines Manual*.  Yes

(c) I am willing to accept between two to six CJA appointments annually, and I will only decline a CJA appointment due to a conflict of interest or a then-current case load that would prevent or hinder me from rendering effective representation under the 6th Amendment.  Yes

**12. OTHER INFORMATION**

Please provide any additional information you believe the District Judges should consider when reviewing your application. Attach a separate sheet if necessary.

**13. EXTENT OF REPRESENTATION**

Please indicate your Division preference:

Evansville

New Albany

**14. APPLICANT DECLARATION**

I have reviewed the current Criminal Justice Act Plan adopted by the United States District Court for the Southern District of Indiana and agree to be bound by its terms and conditions. I declare under penalty of perjury that the forgoing answers and statements are true and correct.

Executed On:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Applicant (for E-Mail submission please use s/Name)

**FOR COURT USE ONLY:**

Approved for Panel

Approved for Development Panel

Division Assignment:

Evansville

New Albany

Applicant Rejected

Date of Review \_\_\_\_\_

Comments: