

**United States District Court
For the Southern District of Indiana
Criminal Justice Act Plan
DEVELOPMENTAL PANEL PROCEDURES**

Guidelines effective May 14, 2025

A. Purpose of the Program: The District Court Judges, in conjunction with the Magistrate Judges, and the Indiana Federal Community Defender (the "Federal Defender"), oversee a program wherein attorneys who do not have the requisite experience for membership on a Criminal Justice Act ("CJA") Panel (*see*, 18 U.S.C. § 3006A) are eligible to assist or be mentored by the Federal Community Defender, an Assistant Federal Defender, or (as to cases pending in the Evansville Division) a member of the CJA Panel. The program is designed to allow Developmental Panel members to gain the experience required to provide high quality representation to indigent defendants in federal court cases and eventually join a CJA Panel.

B. Administration of the CJA Developmental Panel

1. **Indianapolis, Terre Haute, New Albany:** Management of the Indianapolis, Terre Haute, and New Albany CJA Developmental Panels is centralized at the office of the Federal Defender. More information about the Developmental Panel is available at www.indianafederaldefender.org. The Federal Defender will provide CJA Developmental Panel Members with training and supervision.
2. **Evansville:** The Evansville CJA Developmental Panel is coordinated through the District Court Clerk's Office. Evansville CJA Panel members will provide CJA Developmental Panel members with learning opportunities and experience.

C. The Selection Process

1. Application:

- a. **Indianapolis, Terre Haute and New Albany:** Attorneys seeking membership on the CJA Developmental Panels for Indianapolis, Terre Haute, and New Albany must be in good standing in the Southern District

of Indiana. Each applicant must demonstrate a strong interest in providing criminal defense services for the indigent. Applications, including a resume and cover letter, should be submitted to the Federal Community Defender. The application is available at: www.indianafederaldefender.org. Applications may be submitted at any time but are assessed yearly in the fall. All qualified attorneys are encouraged to apply and selection will be made without regard to race, color, religion, gender, sexual orientation, age, national origin or disability condition. The responsibility for reviewing application materials and making recommendations to the District Court Judges regarding membership on the Indianapolis, Terre Haute and New Albany CJA Developmental Panels will reside with the CJA Committee.

- b. Evansville:** Attorneys seeking membership on the CJA Developmental Panel for the Evansville Division must be in good standing in the Southern District of Indiana. Each applicant must demonstrate a strong interest in providing criminal defense services for the indigent. Applications, including a resume and cover letter, should be submitted via email to: localrules@insd.uscourts.gov (or printed materials may be submitted by mail to: Kristine L. Seufert, Clerk of Court, United States District Court, 46 E. Ohio Street, Room 105, Indianapolis, IN 46204). All qualified attorneys are encouraged to apply and selection will be made without regard to race, color, religion, gender, sexual orientation, age, national origin or disability condition. The District Judges are responsible for reviewing application materials and determining membership on the Evansville CJA Developmental Panel.
- 2. Approval:** The District Court Judges will appoint individuals to the CJA Developmental Panels.
- 3. Terms:** Once appointed, a member on the CJA Developmental Panel will serve a term of three years beginning in January, unless or until the member is appointed to a CJA Panel or is reappointed to the CJA Developmental Panel. However, all CJA Developmental Panel attorneys will serve at the pleasure of the District Court Judges.

D. Obligations of the CJA Development Panel Members

CJA Development Panel members are expected to enter an appearance as a member of the Developmental Panel on at least two cases per year.

In addition, CJA Developmental Panel members are expected to keep current with developments in federal criminal defense law, practice and procedure. Members should attend continuing legal education (“CLE”) seminars sponsored by the Indiana Federal Community Defender’s Office or the Defender Services Office of the Administrative Office of the U.S. Courts. In addition, all CJA Development Panel Members agree to read and abide by the [Seventh Circuit Standards of Professional Conduct](#), consistent with S.D. Indiana Local Rule 83-5, and familiarize themselves with the Criminal Justice Act resources available on the court's website, at <https://www.insd.uscourts.gov/criminal-justice-act-cja-resources>.

E. Removal

The expectation is that a member of a CJA Developmental Panel will remain on the Panel long enough to develop a comfort level and competency with federal criminal defense work. The amount of time that will take may vary, based upon the number and complexity of cases worked. After a member's three-year term, continued membership will be evaluated by the Court. Members of the Panel may be removed from the program at any time. The decision to remove a member will rest with the District Court Judges.

F. Assignment of Cases - Appointment Procedures

1. **Indianapolis, Terre Haute, and New Albany:** CJA Developmental Panel members will be assigned cases and mentors by the Federal Defender. After assignment, the CJA Developmental Panel member should file an appearance with the Court.
 - a. **Lead Attorney** - If the Developmental Panel member will be sitting as the lead attorney for the case, with the Federal Defender (or Assistant) serving as mentor, the Federal Defender must file a Notice of FCD Attorney Designation with the Court. This will trigger the Court to treat the Developmental Panel member as Lead Attorney.
 - b. **Second Chair** – If the Developmental Panel member will be sitting as second chair, the member should file an appearance with the court specifically noting the capacity as a CJA Developmental Panel member.
2. **Evansville:** Upon receipt of a new case and after appointment of a CJA Panel member, the assigned District Judge or Magistrate Judge will review the case

and determine if it is appropriate to appoint a CJA Developmental Panel member in a lead or second-chair capacity. If deemed appropriate, the assigned Judge will direct the divisional Clerk's Office to contact the appointed CJA Panel member and inquire: if he/she is willing to allow a CJA Development Panel member to assist with the case, or if he/she is willing to serve as a mentor to a CJA Developmental Panel member. After the Lead Attorney has consented, the Clerk's Office will provide the CJA Developmental Panel member with the pertinent information about the case, as well as contact information for the Lead Attorney/mentor. The CJA Developmental Panel member should file an appearance with the Court.

G. Compensation and Expenses

1. **Compensation:** CJA Developmental Panel members serving as Lead Attorney in a case will be compensated as CJA counsel and will submit their time through the Court's eVoucher system for work done on the assigned case(s). Developmental Panel attorneys may not claim compensation for CLE. At the conclusion of the case, or such other interval as may be approved by the Court, counsel shall submit appropriate time and case information for payment, including the Court's voucher (Form CJA 20). CJA Developmental Panel members serving as Second Chair will have compensation managed by the Lead Attorney.
2. **Expenses:** For cases in which the Federal Defender (or an Assistant) has appeared, the office of the Federal Defender will bear expenses incurred in the case. Expenses incurred by a CJA Developmental Panel attorney assigned a case in Evansville should be billed by the Lead Attorney/mentor assigned to the case. Questions regarding whether expenses are reimbursable should be directed to the District Court Finance Staff, at finance@insd.uscourts.gov.
3. **PACER:** CJA Developmental Panel members are eligible to receive, free of charge, PACER services in CJA related matters. CJA Developmental Panel members may request that CJA privileges be activated on their PACER account by emailing pacer@psc.uscourts.gov and including the Panel member's PACER account number and the district in which the member has been appointed.

CJA Developmental Panel members should be aware that PACER services are monitored and that the use of the free services is for CJA-related matters only.

4. **E-Voucher:** Compensation for CJA Developmental Panel members occurs through the court's E-Voucher system, at www.insd.uscourts.gov. Upon appointment, the District Court Finance Staff will initiate access to the CJA E-Voucher system for the Developmental Panel member.
5. **Record Keeping:** Appointed CJA Developmental Panel members must maintain contemporaneous time and attendance records for all work performed. Such records, which may be subject to audit, must be retained for three years after approval of the final voucher for appointment.

ENTERED FOR THE COURT on this 14th day of May, 2025.



TANYA WALTON PRATT, CHIEF JUDGE
United States District Court.