**INFORMATION REGARDING THE REVISED CJA PLAN FOR THE MIDDLE DISTRICT OF NORTH CAROLINA**

Everyone currently on the CJA Panel for the Middle District of North Carolina serves three-year terms. A member of the CJA Panel may be considered for immediate reappointment to the panel following expiration of his or her term; however, they must satisfy the same qualifications and complete the same application process as new applicants. Under the [CJA Plan](https://www.ncmd.uscourts.gov/sites/ncmd/files/CJAPlan2020.pdf), there are 75 panel attorney slots available. There is also a Training Panel for attorneys who do not have the requisite experience or wish to eventually become members of the CJA Panel. Participation on the Training Panel does not guarantee a place on the regular panel. The Court is committed to increasing the diversity of the applicant pool and encourages qualified female and minority lawyers to apply for positions.

The projected timetable for the application process is as follows:

* Deadline for submission of CJA Panel applications: July 11, 2025 at 11:59 pm
* Application review process by the Selection Committee: Summer of 2025
* Effective date of appointments: January 1, 2026

Applications must be submitted **in a single PDF file** by July 11, 2025, to

[CJA Applications@ncmd.uscourts.gov](mailto:CJA%20Applications@ncmd.uscourts.gov).

Please direct any questions to Larry Cunningham, Clerk of Court, at (336) 332-6000.

APPLICATION FOR MEMBERSHIP ON THE

CRIMINAL JUSTICE ACT PANEL FOR THE

UNITED STATES DISTRICT COURT FOR THE

MIDDLE DISTRICT OF NORTH CAROLINA

**Please Type**

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| Name: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Law Firm Name: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | |
| Physical Address: | | | | | | | |  | | | Social Security No.: | | | | | |  | | | | | | | | | | | |  | |
|  | | | | | | | | | | | Telephone: | | | | | |  | | | | | | | | | | | |  | |
|  | | | | | | | | | | | Cellphone: | | | | | |  | | | | | | | | | | | |  | |
|  | | | | | | | | | | | Fax Number: | | | | | |  | | | | | | | | | | | |  | |
| Mailing Address: (if different) | | | | | | | | |  | | Email: | | | | | |  | | | | | | | | | | | |  | |
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| Undergraduate College Attended: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | |
| Degree: | | | |  | | | | | | | | | | | Date: | |  | | | | | | | | | | | |  | |
| Law School Attended: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | |
| Degree: | | | |  | | | | | | | | | | | Date: | |  | | | | | | | | | | | |  | |
| Date admitted to North Carolina Bar: | | | | | | | | | |  | USDC/MDNC: | | | | | |  | | | | | | | | | | | |  | |
| Fourth Circuit Court of Appeals: | | | | | | | | | |  |  | | | | | |  | | | | | | | | | | | |  | |
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| Other Federal District Courts and Circuit Courts before which you are licensed to practice and dates admitted: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Have you ever been disciplined, received a written admonition or are the subject of any pending disciplinary proceeding in the bar or any court (State or Federal)? If yes, provide details. You may attach a separate page if necessary. | | | | | | | | | | | | | | | | Yes | | | | |  | No | |  | |  | |  | |
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| Are you presently a member of the Criminal Act Panel in this District? | | | | | | | | | | | | | | Regular | | | |  | Training | | |  | Not On | | | |  | | |
| If on training panel, provide details of experience on separate page.  How many appointments have you received during the past 4 years? | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | |
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| Describe your experience in the representation of federal criminal defendants. State the approximate number of federal criminal cases you have handled showing the number of jury trials, guilty pleas, and dismissals. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Identify the last 3 federal criminal cases you tried to a jury or any other significant federal cases you have handled. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 1. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| 3. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Have you had experience in the federal district court with motions for post-trial relief in the criminal cases? If so, how many? Please describe your experience. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| How many appeals of federal criminal cases have you handled? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Describe your experience in other federal litigation, especially before juries and in the appellate process. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Describe your experience in the representation of state criminal defendants. State the approximate number of state criminal cases you have handled showing the number of jury trials, guilty pleas, and dismissals. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Identify the last 3 state criminal cases you tried to a jury. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 1. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| 3. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Other:  Identify the last 3 significant state criminal cases you handled.  1.  2.  3.  Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Do you have a ready access to appropriate materials, necessary to the preparation of a federal criminal case, including but not limited to US Code, US Sentencing Guidelines, Federal Rules of Criminal Procedure, Federal Rules of Evidence, and Federal Rules of Appellate Procedure. Yes  No  State whether your firm possesses such materials or, in the alternative, where you will have access to such federal research materials. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Describe the general nature of your law practice, stating what percentage of your total practice involves the representation of criminal defendants. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| If you are not selected for inclusion on the Criminal Justice Act Panel for this district, do you desire to be included on a Training Panel? This Panel would be composed of attorneys less experienced in federal criminal practice who desire to gain experience assisting members of the Criminal Justice Act Panel on their cases without compensation. Service on the Training Panel is not a requirement for inclusion on the regular CJA panel, nor does it guarantee admission to the regular CJA Panel. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Describe any types of cases you would not wish to handle. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Describe your experience in managing ESI (electronically stored information). | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Do you have certain skills or experience (e.g., bilingual, scientific training, tax or accounting background) that you believe would be helpful in certain cases? If so, please specify below. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| |  |  |  | | --- | --- | --- | | Please supply the names, addresses and telephone numbers of 3 references: | | | | 1. |  | | |  | |  | | 2. |  | | |  | |  | | 3. |  | | |  | |  | | Please attach the following:  1. Certificate of Good Standing from the North Carolina State Bar.  2. Copy of the CLE Attendance History, Report from the North Carolina State Bar, showing your CLE attendance for the past 3 years. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| I understand that if selected for membership on the panel, I may be required to attend a seminar or training program at the court to discuss the requirements of the Criminal Justice Act, the Speedy Trial Act, calendaring and scheduling, motions practice in criminal cases, and other aspects related to this court’s criminal calendar. I further understand that I may be required to permit an attorney with less experience in federal criminal practice who is a member of the Training Panel of this court to assist me in the trial of criminal cases. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| Signature: | | | | |  | | | | | | | | Date: | | | | | | |  | | | | | | | | |  | |