

District of Columbia Court of Appeals

NOTICE

Beginning June 1, 2018, the D.C. Court of Appeals will be accepting new and updated applications from qualified attorneys for inclusion on its Criminal Justice Act (CJA) Panel. Applications are available at <https://www.dccourts.gov/services/cja-practitioner>.

The CJA panel is comprised of attorneys the court determines are eligible to be appointed to represent indigent appellants in criminal appeals. Decisions to accept new applicants and to continue current members of the CJA panel on the 2018-2019 CJA panel are at the discretion of the court. Such decisions are based on the needs of the court, including the number of appeals filed, the complexity of the appeals, and the needs of the defendants. One of the outstanding needs of the court is for bilingual attorneys.

Prior to submitting a new or updated application, applicants must read Miscellaneous Order No. M-217-03, which establishes a Continuing Legal Education requirement for attorneys on the CJA panel; the 2006 Notice to CJA Counsel Concerning the Annual CLE Requirement; the memorandum titled "Obligations of Counsel"; and the Voucher Guidelines for Attorneys Appointed by the D.C. Court of Appeals Under the District of Columbia Criminal Justice Act. These documents, along with other documents explaining various CJA issues, are available on the court's website. Submission of an application constitutes an acknowledgment and acceptance of the obligations of counsel. **E-filing is now mandatory for all attorneys and you must be registered for e-filing when you submit your application. In addition, all payments are made via the web voucher portal and successful applicants must complete the necessary financial forms to obtain vouchers and payments.**

Attorneys interested in joining the panel must either submit four paper copies of a completed application—including four copies of the writing sample—or email the application and writing sample to CJAApplication@dcappeals.gov. The application form available online allows for entry of your information into the WORD form that you can save and then email. Attorneys currently on the DCCA CJA panel who wish to remain on the panel must return a completed 2018 Application Update, and may also attach their 2018 CLE documentation if the CLE requirement is satisfied (submitting both the DCCA form and the attendance verification forms).

Completed paper applications and updates should be submitted to Rosanna Mason, Staff Counsel, District of Columbia Court of Appeals, Historic Courthouse, 430 E Street, N.W., Washington, D.C. 20001. Both the application and the update for current panel members include a waiver and release form that will permit the Office of Disciplinary Counsel to release any disciplinary records concerning the applicant to the D.C. Court of Appeals.

All applications and updates must be received no later than July 13, 2018. The court expects to notify successful applicants—both new applicants and current members who have reapplied—by the end of August 2018.

Updated: May 15, 2018