

2025 CJA APPLICATION INSTRUCTIONS

INSTRUCTIONS – PLEASE READ:

1. Complete all fields of this application. Save the application as a PDF file; sign and save the application.
2. Collect the following required attachments. Feel free to supplement with additional pages as needed.
 - (a) Resume that includes, at a minimum, college, law school and any post-law school employment; and
 - (b) Writing Samples in the following order of preference:
 - (1) Most recent federal sentencing submission and most recent federal substantive motion on behalf of a defendant; or
 - (2) Two recent (preferably within the past year) substantive submissions in a criminal case; or
 - (3) A recent (preferably within the past year) submission from any case.

Do not include any attachments that contain the following:

- ***Sealed filings***
- ***Personal medical information***
- ***Personal identifiers such as a social security number***
- ***Reference to any cooperating witness including names***
- ***Name of a minor child or victim***
- ***Information that reveals attorney-client confidences***

Unless necessary, please omit any exhibits for the writing sample when submitting your application.

If your writing sample has been authored by more than one person, please indicate which portions reflect primarily your work.

3. Combine all attachments and a PDF version of application into one PDF file. Save the PDF using this naming convention: Lastname.Firstname.2025.pdf.
4. Submit the PDF via this link: [Submit 2025 EDNY CJA Panel Application](#)