

**CRIMINAL JUSTICE ACT MENTORING PROGRAM  
EASTERN DISTRICT OF NEW YORK**

**MENTEE APPLICATION FORM**

***Objectives of the program:***

In order to increase the diversity of the members of the Criminal Justice Act Panel (the “CJA Panel”) and ensure quality representation for all defendants, particularly the indigent, the CJA Panel Committee (the “Committee”) has designed a mentoring program (the “Program”) to identify and help prepare viable candidates to qualify for consideration for appointment to the CJA Panel. While an important objective of the Program is to encourage increased participation of women and minorities on the CJA Panel, its primary goal is to obtain the best qualified CJA Panel candidates. As such, the Program is open to all qualified candidates.

***Requirements of the Mentee:***

Qualified candidates include state and federal practitioners with five or more years of criminal experience, including substantial criminal trial experience, either as lead counsel or second chair or other comparable in-court experience who, with additional federal experience obtained through the Program, would merit consideration for membership on the CJA Panel. In addition, prospective Mentee candidates must exhibit strong research and writing skills. Mentees also must attend Continuing Legal Education (“CLE”) programs that focus on federal criminal practice.

The parameters of the Mentee’s and Mentor’s participation in the Program are set forth in the Program Description posted on the Court’s official website: [www.nyed.uscourts.gov/cja](http://www.nyed.uscourts.gov/cja). Of particular note:

a) Candidates must be admitted to practice in the Eastern District of New York (“EDNY”) or become admitted as soon as practicable. Applicants will be required to submit a Certificate of Good Standing from the Bar of the state or states in which s/he is admitted.

b) Each Mentee must fill out an evaluation form as to his/her Mentor at the conclusion of the training period. The training period will terminate when the matters the Mentor and the Mentee have worked on together have concluded, or at a time that may be mutually agreed upon by the Mentor and the CJA Panel Subcommittee (“Subcommittee”). All evaluations will be confidential.

c) The Mentee must be prepared to make court appearances, do legal research and draft legal documents for submission to the court, engage in oral advocacy, and otherwise participate in all stages of the cases s/he works on with the Mentor. As such, the Mentee will be required to register for and otherwise comply with the Court’s Electronic Case Filing (“ECF”) requirements.

d) The Mentor will be permitted to apply to the District Court to have the Mentee authorized as associate counsel at the rate of sixty-five dollars (\$65.00) per hour. An application

to the District Court requesting compensation as associate counsel may only be made after the Mentee has provided at least fifteen (15) *pro bono* hours of legal services on the instant matter. Authorization of the Mentee as co-counsel and compensation, if any, for the Mentee will be determined by the District Court on a case by case basis.

e) **Participants in the Program are *not* guaranteed appointment to the CJA Panel.** No person has a right either to be appointed to the Panel or to be selected as a Mentee.

f) Mentees who successfully complete the Program will be encouraged to apply for appointment to the CJA Panel. If a Mentee does apply, in addition to following the normal application review process, the Committee will solicit the views of the Mentor and the Subcommittee, which will administer the program, as to whether the Mentee qualifies for appointment.

g) Applicants to the Mentoring program must fill out this application and attach a brief resume and writing sample. The application and supporting documents may be submitted electronically or in hard copy sent to the attention of:

**Mr. Douglas Palmer  
Clerk of the Court  
Eastern District of New York  
225 Cadman Plaza East  
Brooklyn, NY 11201**

*Please type or print your responses legibly. You may attach additional pages if necessary.*

1. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
OFFICE TELEPHONE #: \_\_\_\_\_  
CELLULAR TELEPHONE #: \_\_\_\_\_  
FAX # \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

2. Please set forth your educational background, in reverse chronological order, specifying the school attended, years of attendance, date of graduation and degree obtained.

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3. Please list the jurisdictions in which you are admitted to practice law, specifying the year of admission, and whether you are in good standing.

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4. Have you ever been employed by a District Attorney's Office, the Legal Aid Society, Attorney General's Office or any other entity involved in litigation, civil or criminal? Please explain and provide dates of service and types of cases handled.

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5. Are you presently serving on an assigned counsel plan representing indigent defendants? (e.g. New York 18 B Panel for misdemeanors, felonies or homicides) Please specify the panel, and your length of service on that panel, and the number of cases you have been assigned, specifying whether they were misdemeanors or felonies.

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a) Have you ever been removed from any assigned counsel plan panel? Please explain.

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6. How many criminal cases have you handled in the last five years, either as private or assigned counsel? Please indicate whether you were lead counsel or second chair and whether they were felonies or misdemeanors.

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7. How many hearings in criminal matters have you conducted in the last five years? Please specify whether the cases were felonies or misdemeanors, the nature of the hearings, and what the outcome was.

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8. How many criminal cases have you tried to verdict in the last five years, either as private or assigned counsel? Please indicate whether you were lead counsel or second chair, whether they were felonies or misdemeanors, and what the outcome was.

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a) In the cases that you tried to verdict, did you engage in any significant pre-trial or post-trial motion practice involving the submission of legal memoranda and/or oral argument? If so, please describe the issues presented and the outcome.

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9. How many criminal cases have you handled in federal court in the last five years? Please indicate the court, whether you were sole or lead counsel or second chair, the nature of the case, and outcome.

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10. How many criminal appeals have you handled in the last five years? Please specify which court heard the matter (i.e., Appellate Division, New York State Court of Appeals, Second Circuit, etc.)

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11. How many habeas petitions or petitions for writs of coram nobis (CPL Art. 440) have you handled? Please specify the issues raised, outcome of the matter and whether you appealed from the decision of the court and its outcome on appeal.

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12. Please provide any other information, including any civil litigation experience, which may be helpful to the Committee in determining your eligibility for the Program. You may add additional pages if necessary.

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13. Have you ever been or are you currently the subject of any disciplinary proceedings? If so, please explain.

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14. Are you willing to work 15 hours pro bono on each Program case you are assigned?  
( ) Yes ( ) No

*I hereby declare, under penalty of perjury, that the foregoing answers are true.*

Dated: \_\_\_\_\_, New York  
\_\_\_\_\_, 2\_\_\_\_\_

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(Signature)