

CRIMINAL JUSTICE ACT MENTORING PROGRAM
Eastern District of New York

MENTEE EVALUATION FORM
(To be prepared by Mentor)

MENTOR:

Name: _____
Address: _____
Office Telephone: _____
Cellular Telephone: _____
Email Address: _____

MENTEE:

Name: _____
Address: _____
Office Telephone: _____
Cellular Telephone: _____
Email Address: _____

1. **Mentors:** As part of your participation in the Eastern District of New York's Criminal Justice Act Mentoring Program (the "Program"), you must complete this Mentee Evaluation Form. *The information contained in this evaluation is confidential.* The information you provide will assist the Program in achieving its goal of training qualified and committed practitioners in federal criminal practice and enabling them to qualify for consideration for appointment to the Criminal Justice Act Panel (the "Panel"). Please be as candid and thorough as possible. We are looking for your honest evaluation of the Mentee's performance. We want to ascertain the Mentee's initiative, availability, sense of responsibility, courtroom demeanor, written and oral advocacy skills, commitment to learning federal practice, practical legal skills, as well as ability to communicate effectively with the client and other actors in the criminal justice system. Finally, please rate your Mentee on a scale of 1-5, with 5 being the highest rating of excellence. In using the rating system, please give concrete reasons for your ratings.

2. The Committee seeks your feedback and evaluation of the Mentee in the following practice areas:

CASE PREPARATION AND PRACTICAL SKILLS (case theory and development, factual and legal investigation, legal knowledge and judgment, familiarity with the Federal Sentencing Guidelines, Rules of Evidence and Criminal Procedure, the judges' Individual Rules and Practices, and the Court's local rules, and ability to comply with ECF requirements and use it effectively)

WRITTEN ADVOCACY (research skills, knowledge of applicable legal standards, clarity, precision, brevity, persuasiveness of arguments, and thoroughness of legal memoranda submitted in support of bail applications, pretrial and post-trial motions, sentencing and any other substantive proceedings)

ORAL ADVOCACY (courtroom skills, demeanor, poise, clarity and persuasiveness of arguments, responsiveness to concerns of the court in substantive proceedings, including, but not limited to bail hearings, oral arguments on motions, sentencing proceedings, and openings and summations at trial)

ETHICS (grasp of and commitment to the Rules of Professional Responsibility in all aspects of the practice)

TIME MANAGEMENT AND PLANNING (attendance, timeliness, management of cases)

COMMUNICATION WITH CLIENT, CLIENT'S FAMILY AND DEFENSE WITNESSES (interviewing and counseling, willingness to visit incarcerated inmates at the facility)

ABILITY TO COMMUNICATE (with court staff, representatives of various government agencies, such as Assistant U. S. Attorneys, Pretrial Services, U. S. Probation, Bureau of Prisons, and other non-legal support staff)

3. Please note the caption and docket number of all matters the Mentee assisted in (you may attach additional pages if necessary, and, if so, please note the question number and identifying information as set forth in the beginning of this form):

4. Please comment on and evaluate the Mentee's abilities re: Case Preparation:

5. Please comment on and evaluate the Mentee's written advocacy skills:

6. Please comment on and evaluate the Mentee's oral advocacy skills:

7. Please comment on and evaluate the Mentee's ethical practice and decision making:

8. Please comment on and evaluate the Mentee's time management and planning skills:

9. Please comment on and evaluate the Mentee's ability to communicate with the client, client's family, and defense witnesses:

10. Please comment on and evaluate the Mentee's ability to communicate with the court and court staff (courtroom deputies, law clerks, probation officers, pretrial services officers, court reporters, interpreters, etc.):

11. Please rate the Mentee's competence on a scale of 1 to 5, with five being the highest or excellent, and 1 the lowest or poor rating. Please give concrete reasons for your score.

12. Please set forth below any additional information you believe bears upon the Mentee's qualifications or ability to serve on the Criminal Justice Act Panel.

16. Would you consider participating in the Program again? ()Yes () No
If “no”, why not?

**PLEASE ENCLOSE YOUR COMPLETED EVALUATION FORM
AND ANY ATTACHMENTS IN A SEALED ENVELOPE MARKED
“CONFIDENTIAL”
AND FORWARD IT TO THE ATTENTION OF:**

**Ms. Brenna B. Mahoney
Clerk of the Court
Eastern District of New York
225 Cadman Plaza East
Brooklyn, NY 11201**

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

Dated: _____, New York
_____, 2 _____

Mentor’s Signature