

**CRIMINAL JUSTICE ACT MENTORING PROGRAM**  
**Eastern District of New York**

**MENTOR 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. Although 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 for Mentors:***

Mentors must be experienced and respected members of the criminal bar, in good standing, who have practiced extensively in the federal courts, as a member of the CJA Panel, public defender, Assistant United States Attorney, or private criminal defense attorney, and who have worked closely with junior attorneys and law students or interns, or who are willing to do so. Qualified Mentor volunteers will be drawn from both the CJA Panel and from the private criminal defense bar. Participation in the program is *pro bono*.

The parameters for the participation of Mentors and Mentees is set forth in greater detail in the Program Description posted on the Court’s official website at [www.nyed.uscourts.gov](http://www.nyed.uscourts.gov) under the CJA tab at the top of the webpage. Of particular note:

Each Mentor will be assigned no more than one Mentee at a time by the CJA Panel Subcommittee. Each Mentor will be required to attend an Orientation Program that will provide instruction on the following:

- i) the goals and objectives of the Program;
- ii) the protocols and manner of instruction to be used in training Mentees, including the selection of appropriate cases to use as teaching vehicles, the critical need to expose Mentees to all aspects of federal criminal practice, and the assessment and development of a Mentee’s written and oral advocacy skills, and computer/Electronic Case Filing (“ECF”) proficiency;
- iii) the permissible roles and tasks to be performed by Mentees; and
- iv) the review and frank assessment of the Mentee’s progress and ability to practice in Federal Court.

In addition:

(a) It is expected that Mentors will give their Mentees feedback as to their performance on an ongoing basis throughout the program. Each Mentor must fill out an evaluation form as to his/her Mentee at the conclusion of the training period. All evaluation forms will be confidential. The training period shall terminate when the matters the Mentor and Mentee have worked on together have concluded or at a time that may be mutually agreed upon by the Mentor and the Subcommittee.

(b) No Mentor shall bill the CJA Panel for time spent training Mentees or for work performed by the Mentee. The Subcommittee is exploring the possibility of providing Continuing Legal Education ("CLE") credit for participation in the program.

(c) Mentors must fill out this application and attach a brief resume. The application 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. Are you assigned to a CJA Panel? ( ) Yes ( ) No  
If "yes", to which panel are you assigned and for how long have you been so assigned?  
( ) Eastern District of NY \_\_\_\_\_  
( ) Southern District of NY \_\_\_\_\_  
( ) Other (please specify) \_\_\_\_\_
3. How many cases were you assigned as CJA counsel in the past year?  
\_\_\_\_\_  
(a) Of these, how many resulted in guilty pleas? \_\_\_\_\_  
(b) Of these, how many were tried before a jury? \_\_\_\_\_  
(c) Of these, how many required hearings to be held? \_\_\_\_\_

4. How many cases have you tried in the past year in federal court (Please specify whether you were retained or assigned counsel? Please specify if the trial was jury or non-jury, whether it went to verdict, and whether you served as lead counsel or second chair. Also, please include the court, the name of the case and its docket number.)

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5. How many hearings did you conduct in federal court as either private or assigned counsel in the past five years? Please specify the kind of hearing it was and whether briefing either before and/or after the hearing was done. Please include the name of the case, its docket number and court.

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6. Are you willing to serve as a mentor to a practitioner seeking to gain more experience in federal practice? ( ) Yes ( ) No

7. Are you willing to provide such training *pro bono*? ( ) Yes ( ) No

8. Have you ever practiced in federal court in any of the following capacities? (Please check all that apply and specify where and for how long and what positions you held, if any.)

( ) U.S. Attorney's Office \_\_\_\_\_

( ) Federal Defender's Office \_\_\_\_\_

( ) Law clerk to a Federal Court of Appeals, District Court or Magistrate Judge

( ) Privately retained counsel \_\_\_\_\_

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9. Have you ever worked closely with junior attorneys, law students, or interns on your own, through a bar association, court or other formal mentoring program? Please explain.

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10. Please provide any other information that you believe may be useful to the Committee in assessing your ability to serve as a Mentor in this program.

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

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

\_\_\_\_\_  
(Signature)