

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW HAMPSHIRE**

**APPLICATION FOR MEMBERSHIP  
CRIMINAL JUSTICE ACT PANEL**

Name:

Firm Name:

Office Address:

Telephone No.:

Email Address:

**Minimal Qualifications:**

Indicate which qualifications you have satisfied

- I have experience in and knowledge of the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, the Local Rules of this court, and the Federal Sentencing Guidelines and will remain current on any amendments to those rules, procedures and guidelines.

Regarding the CLE Requirements, I certify one of the following:

- I have served on the Panel (or the equivalent in another district) during the immediate past three (3) years or have represented at least six (6) criminal defendants in this district during this same three (3) year period, and during the last twelve (12) months, I have attended (in person or by video) all CJA training programs presented by the Federal Defender and/or Panel Selection Committee, or six (6) hours of federal criminal defense legal education programs, at least three (3) hours of which was devoted to federal sentencing.

- I have attended (in person or by video), during the last twelve (12) months, six (6) hours of federal criminal defense legal education programs, at least three (3) hours of which was devoted to federal sentencing.

- I have and will maintain professional liability insurance in the minimum amount of \$100,000/\$300,000.

**General Information:**

1. I am a member in good standing of the bar of the United States District Court for the District of New Hampshire. I was admitted to practice before this Court on:

2. List all the other courts to which you have been admitted and, for each, provide your date of admission.

Court	Date of Admission

3. I have been engaged in the practice of law since:

4. Have you ever been disciplined by any bar association or Court?

Yes

No

If yes, please explain:

5. Has any court ever determined that you have rendered ineffective assistance of counsel in a case?  Yes  No

If yes, please explain:

6. Estimate what percentages of your total time in legal work during the last five (5) years concerned:

Type	Percentage
Federal Civil Law	
Federal Criminal Law	
State Civil Law	
State Criminal Law	
Other	

7. Have you ever been employed as a prosecutor, public defender, or contract defense attorney for the State of New Hampshire or any New Hampshire county?  Yes  No

If yes, please explain:

8. List any CLE experience you have had within the last three (3) years, either as a lecturer or as a participant/attendee, regarding the Federal Sentencing Guidelines or trial advocacy applicable to federal criminal practice?

9. Briefly explain any other activity or experience you have had which bears on your qualifications to serve as CJA counsel (e.g., other teaching, bar activities, writing).

10. Do you have any specialized legal training, expertise or other skills that would make you more qualified to handle certain types of cases?  Yes  No If yes, please list (e.g., immigration, accounting, tax, intellectual property, foreign language proficiency):

**Prior Panel Experience:**

1. Are you a past member of this court's CJA Panel?  Yes  No If yes, provide the dates of panel membership:

2. Have you at any time been a member of a CJA Panel for any other court?  Yes  No  
If yes, provide the panel, dates of membership and the types of cases you were permitted to accept:

3. Have you ever been removed from, or not renewed for any CJA panel?  Yes  No  
If yes, provide details regarding the circumstances surrounding your removal or non-renewal:

**Trial Experience:**

1. List the last three (3) jury trials in which you have participated in as counsel. Provide the case name and number, court, trial judge, opposing counsel, length of trial, your role as counsel (e.g., lead, co-counsel, second chair, stand-by), and if it was a criminal trial, the nature and level of the offense charged.

2. If not identified in your answer to the previous question, list the last two (2) criminal jury trials in which you have participated in as counsel. Provide the case name and number, court, trial judge, opposing counsel, length of trial, your role as counsel (e.g., lead, co-counsel, second chair, stand-by), and the nature and level of the offense charged.

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3. Provide any additional information of which you think the court should be aware in considering your application but which has not been discussed above.

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**References:**

Please list three (3) persons who are familiar with your trial skills and qualifications to become a CJA panel member who may be contacted for a reference:

Name	Phone Number

**I acknowledge the following:**

I have carefully read the foregoing application and certify that the information provided herein is true and complete to the best of my knowledge.

CJA panel members serve at the pleasure of the court and, because membership is a privilege and not a right, panel members have no reasonable expectation of continued membership.

Date:

Signature of Applicant (/s/ Full Name)

Please submit your application by using the Submit Button:

Alternatively, you may e-mail or send the completed application to:

U.S. District Court  
District of New Hampshire  
Attn: Abigail Tourville  
55 Pleasant Street, Rm. 110  
Concord, NH 03301

[abigail\\_tourville@nhd.uscourts.gov](mailto:abigail_tourville@nhd.uscourts.gov)

FOR PANEL SELECTION COMMITTEE USE ONLY

The Panel recommends:

The applicant be approved for placement on the CJA Panel.

The applicant be not approved for placement on the CJA Panel.

If recommending applicant not be approved for the panel, explain:

FOR CLERK'S OFFICE USE ONLY

Application reviewed by Judge:  Approved

Not Approved

Applicant Notified

Panel List Updated

Date:

Deputy Clerk signature (/s/ Full Name)