

District of Columbia Court of Appeals

NOTICE

Beginning July 8, 2024, the D.C. Court of Appeals will be accepting new applications from qualified attorneys who wish to serve on its Criminal Justice Act (CJA) Panel as well as applications from current members who wish to remain on the panel. Applications are available at <https://www.dccourts.gov/services/cja-practitioner>.

The CJA panel is comprised of attorneys the court determines are qualified to represent indigent appellants in criminal appeals. Decisions to accept new applicants and to renew membership for the 2024-2025 CJA panel are at the discretion of the court. Such decisions are based on the needs of the court, including the number of appeals filed, the complexity of the appeals, and the needs of the defendants. **Attorneys who are bilingual or have experience litigating appeals in complex felony cases and collateral matters are particularly encouraged to apply.**

Prior to submitting an application, applicants must read Miscellaneous Order No. M-217-03, which establishes a Continuing Legal Education requirement for attorneys on the CJA panel; the 2006 Notice to CJA Counsel Concerning the Annual CLE Requirement; the memorandum titled “Obligations of Counsel,” **updated June 29, 2023**; and the Voucher Guidelines for Attorneys Appointed by the D.C. Court of Appeals Under the District of Columbia Criminal Justice Act. These documents, along with other documents explaining various CJA issues, are available on the court’s website: <https://www.dccourts.gov/services/cja-practitioner>. Submission of an application constitutes an acknowledgment and acceptance of the obligations of counsel.

An attorney who submits an application to the CJA panel must be a registered e-filer at the time their application is submitted. In addition, because the court makes all payments via the web voucher portal, successful applicants must complete the necessary financial forms to obtain vouchers and payments, including obtaining a DUNS number and registering for SAMS.

Attorneys interested in joining the panel must email the completed application and writing sample to CJAApplication@dcappeals.gov. The application form available online allows attorneys to enter their information into the WORD document, save it, and then email the completed form to the above address. Attorneys currently on the DCCA CJA panel who wish to remain on the panel must email a completed Application Update for 2024-2025, and may also attach their 2024 CLE documentation if the CLE requirement is satisfied (submitting both the DCCA form and the attendance verification forms).

Both the application and the update for current panel members include a waiver and release form that will permit the Office of Disciplinary Counsel to release any disciplinary records concerning the applicant to the D.C. Court of Appeals.

All applications and updates must be received no later than August 9, 2024. The court expects to notify successful applicants—both new applicants and current members who have reapplied—by the end of September 2024.

Updated: July 1, 2024