

DISTRICT OF KANSAS  
CRIMINAL JUSTICE ACT  
PANEL APPLICATION 2022-2025

The following application is to be completed by attorneys who would like to participate on the District of Kansas CJA panel. Please complete this form and submit it to [dana\\_burton@fd.org](mailto:dana_burton@fd.org).

**Background Information**

Name: \_\_\_\_\_  
Name of Firm or Office: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_  
Bar Number: \_\_\_\_\_ States of Admission: \_\_\_\_\_  
Year of Admission to District of Kansas: \_\_\_\_\_  
Year of Admission to Tenth Circuit: \_\_\_\_\_

**Areas of Experience** (Please indicate approximate number of cases you have defended in each practice area or employing each special skill).

_____ Capital Defense	_____ Computer Forensics
_____ Multi-Defendant Conspiracies	_____ Sex Offenses
_____ Tax Fraud	_____ Health Care Fraud
_____ Mortgage Fraud	_____ Environmental Crimes
_____ Sentencing Mitigation	_____ Mental Health Issues
_____ Spanish Language Skills	_____ Narcotics Distribution
_____ Wire Fraud/Mail Fraud	_____ Suppression Issues
_____ Wiretaps	_____ Immigration

Briefly describe your criminal law experience including any non-trial matters (habeas, extradition, etc.) in which you have been involved.

Describe your legal experience for the past ten years. If you were employed as a public defender, prosecutor, judge, or judicial clerk at any time, please include that information.

Please provide information concerning your experience in the past ten years, detailing the number of cases in which you have been involved as the first-chair counsel of record.

- \_\_\_\_\_ Felony criminal cases defended in state court
- \_\_\_\_\_ Felony criminal cases defended in federal court
- \_\_\_\_\_ Felony jury trials in state court
- \_\_\_\_\_ Felony jury trials in federal court

## Continuing Legal Education

Please list CLE seminars that you have attended in the past three years.

Have you read and are you familiar with:

Federal Rules of Criminal Procedure	YES	NO
Federal Rules of Evidence	YES	NO
Federal Sentencing Guidelines	YES	NO
Bail Reform Act	YES	NO
Criminal Justice Act, 18 USC 3006	YES	NO
Kansas CJA Plan	YES	NO

## Requirements and Expectations

I am interested in handling 2255 representations.	YES	NO
I have the ability to receive, organize, and review discovery in an electronic format.	YES	NO
I have requested that my phone number(s) be privatized for calls from clients at local pretrial detention facilities.	YES	NO
I have the ability and willingness to accept calls from clients in prison or jail.	YES	NO
I am admitted to the Tenth Circuit Court of Appeals.	YES	NO
I have access to online legal research tools, such as Westlaw or Lexis.	YES	NO
I am a member in good standing of the US District Court of Kansas.	YES	NO
I have access to space to meet clients and witnesses.	YES	NO
I have the ability to participate in a trial lasting more than ten days.	YES	NO
I am willing to attend at least six hours of continuing legal education per year offered by the Federal Public Defender.	YES	NO
I understand I am personally responsible for the representation of any CJA client to whom I am appointed, and that my responsibility cannot be delegated.	YES	NO

## Other Areas of Specialized Experience

Language	Proficiency level (fluent, speak, read, write)

Excel or other spreadsheet software	Proficiency level (expert, average, novice, none)

<b>Document indexing/organization/database software</b>	<b>Proficiency level (expert, average, novice, none)</b>
<b>Team collaboration software (such as Slack, Dropbox, etc.)</b>	<b>Proficiency level (expert, average, novice, none)</b>

### Additional Questions

Are you, or have you ever been, a member of the CJA panel in any other jurisdiction, including Courts of Appeal?  
If so, where? YES      NO

Have you ever been removed from a CJA or other appointment panel?  
If yes, please describe the circumstances. YES      NO

Have you ever been found to have delivered ineffective assistance of counsel? If yes, please explain the circumstances. YES      NO

Do you anticipate using any associate(s) to assist in the representation of CJA clients? If so, please provide the name of the associate(s). YES      NO

Are you willing to accept approximately six felony cases per year?  
If no, how many cases would you like to be assigned? YES      NO

My professional conduct or ability has been the subject of any complaint made to any disciplinary body or litigation.  
If yes, please submit an explanation of the nature of the complaint and the outcome. YES      NO

I am applying for these panel(s):

Wichita General

Topeka General

Kansas City General

Ft. Riley Misdemeanors

Wichita Emeritus

Topeka Emeritus

Kansas City Emeritus

Wichita Training

Topeka Training

Kansas City Training

Please provide three references who are familiar with your legal skills.

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Name / Phone Number or email

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Relationship

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Name / Phone Number or email

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Relationship

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Name / Phone Number or email

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Relationship

Please attach in PDF format (1) a cover letter explaining why you are applying for the Kansas CJA Panel and (2) a substantive pleading in a criminal case as a writing sample.

I certify that I am a member in good standing with the Federal Bar of the District of Kansas, and that the information I have provided is true and correct. Dated: \_\_\_\_\_

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