**APPLICATION FOR MEMBERSHIP ON**

**HOUSTON-GALVESTON CJA PANEL**

**UNITED STATES DISTRICT COURT**

**FOR THE SOUTHERN DISTRICT OF TEXAS**

**Houston-Galveston Divisions**

To be considered for SDTX CJA Panel membership, an attorney must be a member of the bar of the court in good standing; have a demonstrated knowledge of, and experience with, federal criminal law and appellate procedure; have a commitment to indigent criminal defense; and trial level attorneys have to be willing to accept approximately six new appointmentseach year.

Membership on the SDTX CJA Panel is a privilege, not a right. All CJA Panel attorneys must reapply every three years. However, you can be removed from the Panel at any time the Court deems appropriate.

Failure to carefully read and fully respond to each question will be considered in evaluating your application. **Please attach an electronic copy of your most recent resume to this application.**

Additionally, each attorney admitted to the Panel must annually attend at least three hours of CLE presented by the SDTX Federal Public Defenders Office, which is accredited with the State Bar of Texas.

1. Provide your full name, office address, office and cell telephone numbers, email address, Texas or other State Bar Number, and SDTX number:

**ANSWER:**

Click here to enter text.

1. Are you applying for 1) trials only, 2) appeals only, or 3) trials and appeals?

**ANSWER:**

Click here to enter text.

1. Please list your undergraduate degree and subject, as well as the institution from which you graduated, and the year of graduation.

**ANSWER:**

Click here to enter text.

1. Please list the law school you graduated from and the year you graduated.

**ANSWER:**

Click here to enter text.

1. Year licensed by State Bar of Texas or other state bar.

**ANSWER:**

Click here to enter text.

1. Year admitted to SDTX.

**ANSWER:**

Click here to enter text.

1. If applying for appellate, year admitted to the Fifth Circuit (if not admitted, please state).

**ANSWER:**

Click here to enter text.

1. Name and year of admission for other federal courts.

**ANSWER:**

Click here to enter text.

1. Date and Field of Certification by the Texas Board of Legal Specialization.

**ANSWER:**

Click here to enter text.

1. Please list the languages you personally speak fluently. You can indicate separately if your staff has additional language skills.

**ANSWER:**

Click here to enter text.

1. Please attach a resume (no more than two pages).

**ANSWER:**

Click here to enter text.

1. Please provide a list of the CLEs you have taken in the past three years. (Texas attorneys can obtain a listing of the CLEs they attended at: [https://mymcle.texasbar.com/mcle‑transcript/](https://mymcle.texasbar.com/mcletranscript/)).

**ANSWER:**

Click here to enter text.

1. Please list all CJA Panels a) you have applied to for admission at any time, and b) of which you are currently a member.

**ANSWER:**

Click here to enter text.

1. Please briefly (no more than two paragraphs) explain why you want to join the SDTX CJA Panel.

**ANSWER:**

Click here to enter text.

1. Please list the areas of law in which you handle cases and the percentage each area constitutes of your total practice. (i.e., divorce and family 20%, criminal state court 30%, criminal federal court 50%).

**ANSWER:**

Click here to enter text.

1. State the number of cases you are currently handling in the following categories:

**ANSWER:**

|  |  |
| --- | --- |
| Federal criminal trial level | Click here to enter number. |
| State criminal | Click here to enter number. |
| Federal civil | Click here to enter number. |
| State civil | Click here to enter number. |
| Federal appellate | Click here to enter number. |
| State appellate | Click here to enter number. |
| Death eligible | Click here to enter number. |

1. Please list the total number (and type) of felony cases you handled in the past twelve months.

**ANSWER:**

Click here to enter text.

1. Please list the total number of criminal appeals you have handled, separately listing state and federal cases. Indicate whether briefs were submitted and whether you made an oral argument.

**ANSWER:**

Click here to enter text.

1. Please briefly describe your experience as a defense attorney handling federal criminal cases with indigent defendants.

**ANSWER:**

Click here to enter text.

1. Please list the approximate number of cases you have handled in which your client had a mental health issue.

**ANSWER:**

Click here to enter text.

1. Please briefly describe three cases (in federal or state court) in which you requested the court to approve the use of an expert witness, private investigator, or other defense service provider and the court’s ruling. Alternatively, you can separately list cases where you used expert witnesses or other service providers without the need for court approval.

**ANSWER:**

Click here to enter text.

1. Approximately how many felony cases have you tried to verdict in any local or state courts?

**ANSWER:**

Click here to enter text.

1. Approximately how many misdemeanor cases have you tried to verdict in any local or state courts?

**ANSWER:**

Click here to enter text.

1. Approximately how many felony cases have you tried to verdict in any federal court?

**ANSWER:**

Click here to enter text.

1. Approximately how many guilty pleas have you handled in any federal court in the past ten years?

**ANSWER:**

Click here to enter text.

1. Approximately how many sentencings have you handled in any federal court in the past ten years?

**ANSWER:**

Click here to enter text.

1. Approximately how many evidentiary hearings (i.e., detention, probable cause, suppression) have you handled in any federal court in the past ten years?

**ANSWER:**

Click here to enter text.

1. Please list any qualifications or special skills (such as Bar committee membership, seminars you have taught, articles you have written, etc.) you feel might support your admission to the SDTX CJA Panel.

**ANSWER:**

Click here to enter text.

1. If you want to be considered for appointments in federal capital prosecutions, please list each capital defendant you have represented (either in state or federal court) in the past ten years, along with the case number and court.

**ANSWER:**

Click here to enter text.

1. Please list two attorneys, with contact information, who you believe are familiar with your experience and work ethic.

**ANSWER:**

Click here to enter text.

1. Please list two judges, with contact information, who you believe are familiar with your experience and work ethic.

**ANSWER:**

Click here to enter text.

1. Please list all SDTX judges you have appeared before in the past year.

**ANSWER:**

Click here to enter text.

1. Since your first admission to the Bar, state whether you have ever:
2. been convicted of any felony or misdemeanor (other than traffic citations), and whether you pleaded guilty or nolo contendere, or a jury verdict was rendered;
3. been sued by a client or been a party or otherwise involved in any other legal proceedings involving a client;
4. been found by a judge to have rendered ineffective assistance of counsel to a defendant and identify the issue;
5. held in civil or criminal contempt by a court;
6. been the subject of a complaint to which you were required to respond to any court, administrative agency, bar association or disciplinary committee, or other professional group, regardless of the outcome; or
7. been suspended, disbarred, or disciplined by any segment of the bar, including local grievance authorities.

If so, please describe the full details, including the circumstances and the result.

**ANSWER:**

Click here to enter text.

1. Please include any other information you want the Committee to consider in reviewing your application.

**ANSWER:**

Click here to enter text.

**PETITION, AUTHORIZATION, AND CERTIFICATION**

I hereby apply to the Panel Selection Committee for admission to the Criminal Justice Act Panel of the Houston and Galveston Divisions of the United States District Court for the Southern District of Texas for a term of three years. If selected for the panel, I agree to accept appointments under the Criminal Justice Act.

In making and filing this application, I authorize the Panel Selection Committee to make inquiry of lawyers and judges named herein as to my competence in criminal law. I acknowledge that information the Panel Selection Committee receives will be held in confidence, all deliberations are confidential, and I waive any right to review statements made to, or discussions of the Committee.

I declare under penalty of perjury under the laws of the United States that the answers that are provided in the CJA Panel Application are true and accurate to the best of my knowledge and belief. Further, I certify that I am a member in good standing of the Texas Bar or another state bar.

Click or tap to enter a date.

Date Signature

**ADDITIONAL PAGES MAY BE ATTACHED AS NEEDED**

Please Complete Application and E-Mail to:

[Donna\_Smith@txs.uscourts.gov](mailto:Donna_Smith@txs.uscourts.gov)

If you have any questions, please contact:

Ms. Donna Smith

Judicial Assistant to The Honorable Alfred H. Bennett

Chair, Criminal Justice Act Panel

Houston-Galveston Divisions

(713) 250-5849

**Applications will be accepted September 1, 2025 – October 31, 2025, via E-mail Only**

**Applications received after October 31, 2025, will not be considered.**