

**APPLICATION TO
THE SACRAMENTO COUNTY BAR/
INDIGENT DEFENSE PANEL
(IDP)**

1. Read the enclosed summary of Program Description, Trial Requirements, Rules, Application, Agreement and Authorization and Release forms.
2. Complete the Application, Agreement, and Authorization and Release forms and gather the required supporting documents. Please submit a scanned copy and mail or drop off the original.
3. IMPORTANT: Do not delete the questions when providing your answers.
4. Mail or hand-deliver to:
Cheyenne Azevedo
IDP Executive Assistant
1329 Howe Avenue #100
Sacramento, Ca 95825
5. Note: Third party letters of recommendation, etc. must be mailed by the person submitting them to the above address and may not be hand delivered.
6. All new applicants shall be charged an application fee- (due upon submission) As of January 1, 2009; this fee is \$250 for all levels.

**APPLICATIONS WILL NOT BE PROCESSED
WITHOUT ALL OF THE ABOVE!**

APPLICATION FOR THE INDIGENT DEFENSE PANEL

You may key in the response to each question after the question. It is expected that all of the following requests and questions will be answered fully and honestly. Do not read questions narrowly. If you are uncertain of the information being sought, err on the side of disclosure. **NOTE: A THOROUGH BACKGROUND CHECK WILL BE DONE ON ALL APPLICANTS. Attach minute orders verifying trials being relied upon to meet minimum qualifications for the level sought.**

➤ **LEVEL REQUESTED:**

1. **Name** (List any other names you have used and the dates of use):

2. **Business/Government Title:**

Firm/Office:

Address:

Phone:

Cell:

Fax:

Email:

IMPORTANT: All IDP attorneys are required to maintain a business office in Sacramento County, or pursuant to Conflict Criminal Defender Policies and Procedures provide written confirmation of a formal agreement securing suitable space for client meetings, and provide the office address or meeting space address, as well as a business telephone, business fax and email address to CCD and SCBA IDP. Attorneys may not meet with clients, witnesses, or ancillary service providers in their homes, unless the attorney maintains a separate business office, with a separate entrance at the attorney's residence. Please attach written verification of your proposed IDP business address to this application.

3. **Residence Address:**

Phone:

4. **Date of Birth:**

Place of Birth:

5. **Driver's License No:**

Social Security No:

6. **California Bar Admission Date:**

Bar No:

7. **Educational History** (Colleges/Law Schools Attended):

<u>School Name</u>	<u>Years Attended</u>	<u>Degree Received</u>	<u>Date Received</u>
•	To		
•	To		
•	To		

8. **Professional Work History:**

<u>Employer</u>	<u>Position</u>	<u>Supervisor Name & Number</u>	<u>From/To</u>
•			/
•			/
•			/
•			/

9. List your residence addresses for the past ten years (include approximate dates).
10. List all courts in which you are presently admitted to practice, including the date of admission in each case. Provide the same information for administrative agencies having special admission requirements.
11. **A.** Describe with specificity the nature of your current practice, including any areas of emphasis and specialization certified by the State Bar of California, and the nature of your typical clients. If your practice is substantially different now from in the past, give the details of your prior practice, including the time periods involved.
- B. With respect to your entire career:**
- a. How many years of civil litigation experience do you have?
 - b. How many years of criminal practice experience do you have?
 - c. State the number of cases you have tried to verdict or judgment in courts of record during your career, including whether you were sole, associate or lead counsel. How many of these cases were (1) civil, (2) criminal, (3) jury and (4) non-jury?
 - d. Please prepare and provide a list of case names, case numbers, the jurisdictions, and attach the minute orders for all trials that you are using to satisfy the requirements for the

level of classification you are requesting. In your list please also identify how that case satisfies the requirements for the classification level you are seeking.

C. With respect to the past five years:

- e. What percentage of your practice has been devoted to litigation?
 - f. How frequently have you appeared in court (times per month on average)?
 - g. How frequently have you appeared at administrative hearings (times per month on average)?
 - h. What percentage of your practice involving litigation has been: (1) civil, (2) criminal and (3) administrative hearings?
 - i. What percentage of your appearances was in: (1) federal courts, (2) state courts, (3) administrative agencies and (4) arbitrations?
- 12.** If you lack the required trial experience, describe the experiences or special skills you possess which you believe qualify you for the level being sought.
- 13.** Have you ever taught at a law school? If so, which school? When? What was the nature of your appointment? Which course(s) did you teach?
- 14.** Please include any honors, prizes, awards, scholarships, fellowships and other forms of recognition you wish the IDP to consider.
- 15.** Describe the nature and extent of any free legal services you have provided to non-profit organizations, indigent individuals and others, including the names and addresses of such organizations and/or individuals where appropriate.
- 16.** Have you ever been summoned, cited, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty or no contest to, the violation of any felony or misdemeanor (excluding minor traffic infractions), or have you ever been requested to appear before any prosecuting attorney or investigative agency in any matter, military or civil? If so, provide the details, including the date, description of the alleged offense, locality and disposition.
- 17.** As an attorney or judicial officer, have you ever been disciplined, cited or investigated for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to, any court, administrative agency, bar association, disciplinary committee or other professional group? If so, provide the particulars, including the applicable dates and disposition. (Identify every complaint even if it was dismissed or did not result in disciplinary action.)

18. As a member of any organization, or as a holder of any office or license (including a driver's license), have you ever been suspended, or otherwise disqualified, or had such license suspended or revoked? Have you ever been reprimanded, censured or otherwise disciplined? Have any charges, formal or informal, ever been made or filed against you? If so, state the complete facts, dates, disposition and organization in possession of the records thereof.
19. Have you ever been sued by a client? If so, provide the particulars, including the case name and number, court, resolution, and name, current address and telephone number of counsel for the plaintiff.
20. Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If so, provide the particulars, including the amounts involved and name, current address and telephone number of the claimant and claimant's counsel.
21. Have you ever been sanctioned in excess of \$1,000 by any court, or have you ever been cited for contempt of any court or tribunal having the power of contempt? If so, give the details, including dates and names, current addresses and telephone numbers of the judges involved and counsel for the adverse parties.
22. Are you able, with or without reasonable accommodation, to perform the duties of a criminal defense attorney at the level you seek?
23. Are you currently engaged in the illegal use of drugs?
24. At any time in the last ten years have you sought or received treatment for alcohol or drug abuse or addiction?
25. Are you aware of any individual(s) or group(s) who may oppose your application, if so please identify the potential opponents and provide any needed explanation.
26. Attach a sample or samples of your legal writing (such as a portion or all of an appellate brief, memorandum of points and authorities, opinion letter, etc.). The sample(s) should not exceed a total of 25 pages.
27. **Please list five references** (name, current address and telephone number):

- 28.** Are there any other areas of your background that may be relevant in determining your qualifications to participate in the Sacramento County Bar Association Indigent Defense Program? If so please explain.

BY MY SIGNATURE BELOW, I ACKNOWLEDGE THAT I HAVE READ AND AGREED TO THE FOLLOWING:

1. There is no right to be accepted to the Indigent Defense Panel, even if minimum qualifications are met. An applicant for admission to the IDP may be denied admission to the IDP.
2. I understand that the application fee is non-refundable whether or not an applicant is admitted to the IDP.
3. I have read and understood the Policies and Procedures of The Sacramento County Bar Association's Indigent Defense Panel Committee and the Indigent Defense Appellate Committee, as well as the Sacramento County/ Sacramento County Bar Association MOU. I understand membership in the SCBA is not a prerequisite to being admitted to the IDP.
4. I understand IDP attorneys are NOT employees of the County of Sacramento, the SCBA or the IDP. Being on the IDP allows attorneys to be independent contractors, who pursuant to the MOU, agree to accept cases from CCD where the Office of the Public Defender of Sacramento County is unable to provide representation.
5. I understand that case assignments are within the sole discretion of Conflict Criminal Defenders and not the IDP or the SCBA. I understand and agree that if I am placed on the list of attorneys eligible to receive cases from Sacramento County Conflict Criminal Defenders (CCD), CCD has no obligation to assign me a specific number of cases, or any case(s). The level at which an attorney is classified defines the highest level at which an attorney may be assigned cases by the CCD. An attorney may also be assigned cases at a lower level or no cases.
6. I acknowledge that I understand the following:
 - a. It is critical to the evaluation process that judges, attorneys and other individuals feel they may speak freely about the attorney's qualifications for admission to the IDP. Therefore, it is strictly prohibited for an applicant to contact any individual that the applicant believes has given information about the applicant to the IDP Qualifications Subcommittee or the Committee for the purpose of attempting to change the input of the person believed to have given the information. Harassment of any person providing information or who is believed by the applicant to have provided information is also strictly prohibited.
 - b. Any activity such as is described in the preceding subsection is grounds for denial of admission to the IDP.
 - c. Applicants are welcome to cause information to be submitted by third parties on their behalf. However, any such information solicited by the applicant, other than this application and the required supporting documents such as minute orders and already existing items such as awards or certificates must be submitted directly by the person giving the information to the Executive Assistant of the IDP and shall not be delivered by the applicant.
7. I understand that the most important single factor in evaluating an applicant is his or her reputation for honesty and integrity in all segments of the criminal justice community. A lawyer's word is his or her most precious asset. Without impeccable credibility, a lawyer cannot hope to successfully serve the clients entrusted by the court to the Conflict Criminal Defenders and the Indigent Defense Panel. Any false statement or material omission on this application or to the Qualifications Subcommittee is grounds for denial of admission to the IDP.
8. By submission of this document, attorney applicants agree that decisions of the IDP Committee shall be final and binding upon them. Admission to the IDP is contingent upon review and approval by the IDP COMMITTEE and is within the sole discretion of the IDP COMMITTEE.

Signed:

Print Name:

Date:

AUTHORIZATION AND RELEASE

(Please attach as a separate page)

I hereby acknowledge and agree that my application for participation on the Sacramento County Bar Association Indigent Defense Panel may be given to or shared with individuals or entities that assist the panel in evaluating the qualifications of potential Panel participants. I further acknowledge and agree that for the purpose of aiding the Panel in evaluating my background and qualifications, the Panel's designee(s) will be entitled to seek and obtain information and documents concerning me from prior employers, firms, law schools and other educational institutions, attorneys, judges and other third parties, including but not limited to those individuals set forth in my application.

I hereby authorize any person or entity to release to the Panel or its designee(s) any and all information which such person or entity may have about me (whether public, personal or confidential) for the purpose of aiding the Panel in evaluating my background and qualifications for participation on the Panel. I understand that I am not entitled to copies of any information received by these agencies, and under no circumstances will I be permitted to know the contents of any information which is deemed confidential by the submitting agencies or such person(s) or entities. In addition, I hereby authorize a photocopy, fax, or other non-original transmission of this release to be as valid as the original.

I understand and agree that the information received by the Sacramento County Bar Association, and the Indigent Defense Panel is confidential. I further understand and agree that, excepting the final decision of the panel, I am not entitled to any information, written or otherwise, regarding any decisions made by the Sacramento County Bar Association and the Indigent Defense Panel.

I hereby release and discharge the County of Sacramento, the Sacramento County Bar Association, the Indigent Defense Panel, together with all their agents and representatives, and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing of such information, the investigation of my background and qualifications, and this release shall be binding on my legal representatives, heirs and assignees.

Date:

Signature:

Print Name:

Telephone number: