

Northern District of California CJA Application Instructions



Overview

Please note that only digital applications submitted in conformance with these instructions will be accepted. **Because E-filing is an essential part of federal practice, the accuracy of this digital submission will be one factor considered in the review of your CJA application.**

There are five parts to this CJA application:

1. The basic information applicants will provide on the “123 Contact” website listed below (self-explanatory)
2. The “Main” application, that reports your experience and background (the Word or Wordperfect application, that applicants must complete.)
3. Attachment A: CJA acknowledgement forms
4. Attachment B: A brief writing sample
5. Attachment C: Any Supplemental information

Main Application

Download the appropriate Trial or Appellate application and save it to the hard drive of your computer. You may use either the Word or Wordperfect versions: they are identical.

Rename this application file, “Last name, First Name.” For example, “Kalar, Steven” or “Weiss, Diana.”

Fill in the basic cover page for the application. Centered on this cover page, write your name (Last Name, First Name) in at least 36 font, replacing the current placeholders. Below your name, please list your current employer or firm, replacing the placeholder.

Complete the downloaded application. Be sure to indicate the panel(s) to which you are applying by placing an “X” in the appropriate box(es) on the face page of the application.

Submit this completed main application on the 123 Contact Web site (listed below) **in its original Word or Wordperfect format** – *do not* convert to pdf.

(Note that Mac / iOS / Apple wordprocessing files cannot be accepted. Please convert the main application to a Windows / PC format if working on an Apple device, or submit as a pdf).

Attachment A: Acknowledgement Forms

In addition to this main application, you must print, fill out, and submit the four documents contained in **Attachment A**. Once you have completed these forms, please scan all pages into one PDF file named “**Last Name, First Name, Attachment A.**” (Using your own last name and first name).

You will be submitting Attachment A electronically with the rest of your application.

Attachment B: Writing Sample

You must also submit a recent brief or memorandum of points and authorities with your application and Attachment A. Please do not exceed 15 pages (it is acceptable to submit a portion of a larger document).

Submit this writing sample in the original Word or Wordperfect format (preferred), or in PDF if the original format is no longer available.

(Note that Mac / iOS / Apple wordprocessing files cannot be accepted: please convert the application to a Windows / PC format if working on an Apple device, or submit as a pdf).

Name your writing sample file, “**Last name, Writing Sample.**” For example, “Kalar, Writing Sample” or “Weiss, Writing Sample.”

Attachment C: Supplemental Information

If you need to provide more information in any of your application answers than space allows, please do so on an additional document. Please list the question in your additional document, and then provide additional explanation.

Name this Supplemental file "**Last Name, Supplement**". For example, "Kalar, Supplement" or "Weiss, Supplement."

Submit this supplement in the original Word or Wordperfect format (preferred), or in PDF if the original format is no longer available.

(Note that Mac / iOS / Apple wordprocessing files cannot be accepted: please convert the application to a Windows / PC format if working on an Apple device, or submit as a pdf).

Summary

When you have completed your application and are ready to file it on the 123 Contact website, you should have the following files prepared and stored on your hard drive:

- 1) A simple cover sheet with your Last Name, First name and employer or firm replacing the current placeholders. The "Main" application in Word or Wordperfect format should follow that cover sheet. The file should be named "Last name, First name" e.g., "Kalar, Steven" or "Weiss, Diana"
- 2) Attachment A: CJA acknowledgement forms scanned into pdf (with the pdf file named "Last Name, First Name, Attachment A.")
- 3) Attachment B: A brief writing sample, preferably in Word or Wordperfect (file named "Last Name, Writing Sample.")
- 4) Attachment C: Any supplemental information, in Word or Wordperfect (file named "Last Name, Supplement.")

TO SUBMIT YOUR PREPARED APPLICATION AND ATTACHMENTS

The DEADLINE for submitting your application/attachments is 5:00 p.m. PST on Friday April 6, 2018.

The website for accepting applications will be de-activated after 5:00 p.m. Late applications will not be accepted.

Please submit your application to the appropriate site:

Trial Panel SF / Oakland:

<https://www.123formbuilder.com/form-3480907/2018-Trial-OaklandSan-Francisco-CJA-Application-Form>

Trial Panel San Jose:

<https://www.123formbuilder.com/form-3480908/2018-Trial-San-Jose-CJA-Application-Form>

Appellate Panel:

<https://www.123formbuilder.com/form-3480909/2018-Appellate-CJA-Application-Form>

After you provide the information requested on those pages, you will be allowed to upload each of the above files.