

# Northern District of California CJA Panel 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
2. The “Main” application (a MS Word document that applicants must complete reporting your experience and background)
3. Attachment A: CJA acknowledgment forms
4. Attachment B: A writing sample
5. Attachment C: Supplemental information, if any

## Main Application

Download the appropriate application (trial, tier II or appellate) for the relevant location and save it to the hard drive of your computer.

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

Fill in the basic cover page for the application. Centered on the 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 your completed main application on the appropriate application web portal. The web portal addresses can be found at the end of these instructions. **Submit this application in its original Word format** – *do not* convert to pdf.

*(Note that Mac / iOS / Apple word processing 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: Acknowledgment Forms**

In addition to this main application, you must sign 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.

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

*(Note that Mac / iOS / Apple word processing 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, “Weiss, Writing Sample.”

### **Attachment C: Supplemental Information**

If necessary, you may provide any supplemental information. If the supplemental information is relevant to a particular question in your application, please note on the main application that additional information is being provided.

Name this Supplemental file “**Last Name, Supplement**”. For example, “Weiss, Supplement.”

Submit this supplement in Word format (preferred) or in a PDF.

*(Note that Mac / iOS / Apple word processing 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 format should follow that cover sheet. This first file should be named “Last name, First name” e.g., “Weiss, Diana”
- 2) Attachment A: CJA acknowledgement forms scanned into a pdf file (with the pdf file named “Last Name, First Name, Attachment A.”)
- 3) Attachment B: A brief writing sample, preferably in Word (file named “Last Name, Writing Sample.”)
- 4) Attachment C, if any: Supplemental information, preferably in Word (file named “Last Name, Supplement.”)

**TO SUBMIT YOUR PREPARED APPLICATION AND ATTACHMENTS**

**The DEADLINE for submitting your application/attachments is 5:00 p.m. on Monday, April 22, 2024.**

*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://form.123formbuilder.com/6630501/2024-oakland-san-francisco-cja-trial-application-form>

Trial Panel **San Jose:**

<https://form.123formbuilder.com/6630503/2024-trial-san-jose-cja-application-form>

SF/Oakland or SJ **Tier II Panels:**

<https://form.123formbuilder.com/6630508/2024-cja-trial-tier-ii-panel-application-form>

**Appellate Panel:**

<https://form.123formbuilder.com/6630507/2024-appellate-cja-application-form>

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