

**DISTRICT OF OREGON
ATTORNEY STAFFING
MENTEES, ASSOCIATES, ADVISORS, & CO-COUNSEL**

To request services of an additional attorney within or outside of your firm, the appointed panel attorney must submit an *Attorney Authorization Request* and any necessary attachments in PDF format to the Oregon CJA Resource Attorney, Jennifer Horvath, at ORX_CJATeam@fd.org for submission into eVoucher. Forms are available on the [CJA website](#). Additional attorneys may not initiate work prior to approval in eVoucher.

CJA Panel Attorney (Appointed Counsel)

Panel attorneys are appointed as counsel of record and are responsible for all aspects of the representation. Panel attorneys bill every three months at the prevailing CJA rate. The statutory maximum depends on the case type. Panel attorneys must accept six charged felony representations per year plus intermittent supervised release violations, target, witness, or other representations. Panel attorneys are expected to attend monthly FPD CLEs and fulfill other requirements as set forth in the district's CJA Plan and CJA Manual.

CJA Mentee Attorney

Appointed CJA attorneys who have five or more years of experience as a trial panel attorney or assistant federal public defender, and who are current in their annual case commitment, may request appointment of a mentee on a case. The mentee is appointed as co-counsel on the docket and shares equal responsibility for the representation. The mentor attorney is lead counsel. Mentees bill every three months at the Oregon CJA mentee rate and against a separate statutory maximum. Current rates are available on the [CJA website](#).

The proposed mentee must be admitted to practice in both state and federal courts in Oregon, have a PACER account and obtain CJA privileges upon appointment, and submit a resume and completed *CJA Mentee Application* to ORX_CJATeam@fd.org. Forms are available on the [CJA website](#).

Within 18 months of appointment on their first CJA case, mentees must apply for CJA Provisional Panel Attorney status or advise ORX_CJATeam@fd.org that they are not seeking admission to the CJA Panel, in which case the attorney will not be appointed on any additional CJA cases.

Associate Research and Writing Attorney

Contract and in-house research and writing attorneys may assist appointed counsel on discrete research and writing tasks on complex cases. Associates are not appointed on the docket, and do not have the same responsibilities as appointed counsel. Associates bill at Oregon CJA associate rates and fees are billed against appointed counsel's statutory maximum. Associates are usually authorized for 20 hours. Associates may argue motions they have drafted only with prior permission of the Court.

Panel attorneys may serve as associate counsel if the work requires the panel attorney's particularized expertise (e.g., immigration, securities, bankruptcy, real estate, forensic chemistry, etc.). Panel attorney associates bill at the prevailing CJA rate against appointed counsel's statutory maximum. It is expected that panel attorneys will serve as associate counsel on a very limited basis.

Attorney Advisor

Attorneys recently admitted to the Oregon CJA Panel may request the assistance of an attorney advisor. Attorney advisors are experienced CJA attorneys who are available to answer appointed counsel's questions behind the scenes. Attorney advisors are not appointed on the docket, do not have client or court contact, and do not have the same responsibilities as appointed counsel. Attorney advisors bill at the prevailing CJA rate and fees are billed against appointed counsel's statutory maximum. Attorney advisors are usually authorized for 20 hours.

Co-Counsel: Limited Scope

Appointed counsel may request appointment of co-counsel for a limited scope to offer a client a second opinion or for temporary coverage for an extended trial, vacation, or medical leave. The request must be submitted no less than two weeks in advance of the proposed temporary coverage. Limited scope co-counsel is appointed as counsel of record. Limited co-counsel bills every three months at the applicable CJA or mentee rate, and within 30 days of conclusion of final services. Fees are billed against appointed counsel's statutory maximum.

Co-Counsel: Full

Appointed counsel may request appointment of full co-counsel in exceptionally complex cases. Co-counsel is appointed as counsel of record and is responsible for all aspects of the representation. Co-counsel bills every three months at the prevailing CJA and against a separate statutory maximum. Co-counsel requests are expected for cases going to trial.