

DISTRICT OF OREGON CJA MENTEE & TIER 2 PROVISIONAL PANEL ATTORNEY PROGRAM

Apply to the CJA Panel

Attorneys with significant federal criminal defense experience, CJA panel experience in other districts, or prior assistant federal public defender service may apply for direct admission to the Oregon CJA Panel without mentorship. To apply, submit a [CJA Application](#) and resume to ORX_CJATeam@fd.org. Applications are reviewed twice a year. Admission depends on the attorney's qualifications, skills, references, and needs of the CJA Panel.

Are you fed curious but not quite ready for the CJA Panel?

If you're interested in the CJA Panel and you want to explore federal work, join as a CJA mentee.

- Mentees may be appointed on one and up to six felony representations
- Mentees are appointed as co-counsel on the docket and share equal responsibility for the representation. The mentor attorney is lead counsel.
- Mentees bill at the Oregon [CJA Mentee rate](#) every three months

Attorneys with four years of active, trial-level criminal defense experience and who have tried at least four federal or state felony jury trials, but limited or no federal experience, may apply to the CJA mentee program.

Attorneys with other relevant experience, such as a federal judicial clerkship and sophisticated federal civil litigation practice, sufficient to serve as substitute experience, may apply to the CJA mentee program.

Apply to be a CJA Mentee

Submit a [CJA mentee application](#) and resume to the Oregon CJA Resource Attorney, Jennifer Horvath, at ORX_CJATeam@fd.org. Applications are reviewed within 30 days.

Can a CJA Panel attorney request a mentee?

Appointed CJA attorneys who have five or more years of experience as a trial panel attorney or an assistant federal public defender, and who are current in their annual case commitment, may request appointment of a mentee on a case.

The CJA attorney must submit an [Attorney Authorization Request](#) and attachments to ORX_CJATeam@fd.org for submission into eVoucher. All documents must be submitted in a PDF format. Additional attorneys may not initiate work on a CJA case prior to approval. The proposed mentee must also submit a [CJA mentee application](#) and resume to the Oregon CJA Resource Attorney, Jennifer Horvath, at ORX_CJATeam@fd.org.

How do CJA mentees advance?

The mentee program gives attorneys a chance to determine if federal practice is a good fit. If it is, that's great! To advance, a mentee must work on at least four charged felony representations and four supervised release violations, submit timely billing, fulfill 85 hours of substantive work, and complete an intensive training program.

Mentees have up to 18 months from appointment on their first case to apply as a Tier 2 provisional panel attorney. If the mentee attorney is not seeking panel admission, the attorney should email ORX_CJATeam@fd.org and the attorney will not be appointed on any additional CJA cases.

What is a Tier 2 Provisional Panel Attorney?

Tier 2 attorneys are appointed as counsel of record on their own CJA cases and are responsible for all aspects of the representation.

Tier 2 attorneys:

- Accept at least three charged felony representations in the first year plus intermittent supervised release violations, target, witness, or other representations
- Bill at the prevailing [CJA rate](#) every three months
- Attend FPD CLE programs in person
- Request a case status review every three months by emailing a list of cases, any mentors, and the status of each case to the Oregon CJA Resource Attorney, Jennifer Horvath, at ORX_CJATeam@fd.org.

How do I apply to be a Provisional Panel Attorney (Tier 2)?

Submit a CJA Panel application, a list of cases and mentors, a list of trainings attended, evaluations, and a completed skills-based checklist to ORX_CJATeam@fd.org. Applications are reviewed within 90 days.

If a mentee is admitted as a Tier 2 attorney, the hourly rate will increase to the prevailing CJA rate on new cases. The mentee will continue to bill at the mentee rate on cases continuing with mentors, absent case-specific circumstances. Tier 2 admission depends on the mentee's qualifications, skills, evaluations, performance on CJA cases, training and CLE attendance, adherence to CJA administration requirements, and needs of the CJA Panel.

I'm a Tier 2 attorney and I'm ready to apply to the CJA Panel. How do I apply?

Congratulations! Tier 2 attorneys have up to 12 months to apply for full admission to the CJA Panel. To apply, submit a [CJA Application](#) and resume to ORX_CJATeam@fd.org. Applications are reviewed twice a year. Admission depends on the attorney's qualifications, skills, evaluations, performance on CJA cases, training and CLE attendance, adherence to CJA administration requirements, and needs of the CJA Panel.