



PROMOTING JUSTICE SINCE 1877

To: Applicants to the Criminal Court Appointed Attorneys Program (CAAP)
From: Sarah Brooks, CAAP Administrator
Subject: Application Procedure

Thank you for your interest in our program. Enclosed is the application for the Alameda County Bar Association's Criminal Court Appointed Attorneys Program (CAAP).

We generally only review applications once a year and this usually happens in the Fall (please check the website for the date when applications are due, which is typically the first Friday of October). If you are invited to join the panel, your membership would begin January 1 of the following year (e.g. application received Oct. 2016, you would be eligible to start receiving referrals after Jan. 1, 2017).

From time to time our needs change and we will consider applications at other times of the year. Should this happen and an applicant is invited to join the panel, they would be eligible to receive referrals immediately. Currently, we are accepting applications for attorneys wishing to be on our Death Penalty and LWOP panels.

If an applicant is seeking to handle any level of felony cases and/or misdemeanor appeals, their application must be reviewed and decided upon by the CAAP Advisory Committee. Application to join the misdemeanor and contempt panels may be decided on by either the Director or the Advisory Committee.

All applicants will undergo a peer review process. The applicant will be required to furnish a detailed history of their background and experience in criminal law. Failure to complete the application or provide the required documents will delay the processing of your application.

Please provide the following items for consideration of your application in the order listed:

1. Completed CAAP application form
2. Resume
3. A list of individuals we may contact in order to evaluate your qualifications. This list should include attorneys with whom you have worked as co-counsel or opposing counsel, and referees or other judicial officers that you have appeared before within the last 24 months.
4. A chart listing the training and education you have received in the last 5 years specific to handling criminal cases. The chart must include the following information: **date course was taken, organization that sponsored/hosted event, topic, location and total number of hours.**
5. A chart listing the cases that satisfy our requirements for the panel(s) you are applying to. This chart must include the following information: **case #, defendant's name, year, charges, county, result,**



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co-counsel, DA and judge.

- 6. Writing sample. The sample should include a factual statement and an analysis of legal principles and must have been prepared entirely by the applicant. Please adhere to the following page limits:
 - Death Penalty/LWOP – 25 pgs.
 - Classes 1, 2, 3, misdemeanor appeals and felony juveniles delinquency cases (i.e. 602 cases) – 15 pgs.
 - Classes 4, 5, Contempt and misdemeanor juveniles delinquency cases (i.e. 602 cases) – 10 pgs.

- 7. If you are applying to be on any of our juvenile delinquency panels, you must provide a completed JV-700 form showing you have satisfied the requisite hours required to accept juvenile delinquency appointments.

- 8. A signed *Declaration of Eligibility* form. (Current CAAP panel members seeking a panel promotion, you should have already signed the declaration through the reapplication process. If not, please provide it with your panel promotion application.)

If you are invited to join CAAP, you will be required to pay annual dues at a rate set by the number of years you have been in practice. (See chart below.) These dues are separate and apart from membership in the ACBA. Membership in the ACBA is not a precondition to service for CAAP, though you are encouraged to join the ACBA. ACBA Members receive a \$100 discount on their annual CAAP dues. Please contact our membership department for more information about joining the ACBA at (510) 302-2200.

CAAP Annual Membership Fee:

In practice less than 5 years & ACBA member.....	\$400.00
Non-Members of the ACBA	\$500.00
In practice 5 years or more & ACBA member.....	\$500.00
Non-Members of the ACBA	\$600.00

On behalf of the CAAP and the Alameda County Bar Association, I would like to thank you for your interest in the program. If you have any questions or need further information, please feel free to contact me at (510) 302-2204 or by email at sarah@acbanet.org.



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This table provides a brief description of our Panels and the requirements to join each. Please note we require that you have been attorney of record to satisfy the listed requirements unless otherwise noted. CAAP may consider alternative, similar experience.

Panel	Description	Requirements
Death Penalty	Defendants charged with special circumstances and where the District Attorney is seeking the death penalty	<ul style="list-style-type: none"> - Ten (10) serious or violence felony jury trials, including at least two (2) murder cases, or <ul style="list-style-type: none"> o Five (5) serious or violence felony jury trials including at least three (3) murder cases tried to argument, verdict or final judgment; and - Two (2) trials of any kind where you presented psychiatric testimony or other expert testimony.
LWOP	Defendants charged with offenses where the maximum possible punishment is life without the possibility of parole.	<ul style="list-style-type: none"> - Ten (10) serious or violence felony jury trials, including at least two (2) murder cases, or <ul style="list-style-type: none"> o Five (5) serious or violence felony jury trials including at least three (3) murder cases tried to argument, verdict or final judgment; and - Two (2) trials of any kind where you presented psychiatric testimony or other expert testimony.
Class 1 (including juvenile delinquency cases, probation and parole violations)	Defendants charged with offenses where the maximum possible punishment is either life or more than 25 years	<ul style="list-style-type: none"> - Five (5) felony jury trials in California; - Five (5) additional criminal jury trials; - Thirty (30) additional criminal matters which may include juvenile court proceedings relating to allegations of criminal misconduct to disposition; and - Any two (2) of the following: <ul style="list-style-type: none"> o 1538.5 or other suppression motions in which oral testimony was taken and a decision rendered; o petitions or answers filed in extraordinary writ proceedings; o appeals where briefs were filed; or o five (5) additional jury trials.



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<p>Class 2 (including juvenile delinquency cases, probation and parole violations)</p>	<p>Defendants charged with offenses where the maximum possible punishment is more than 10 years but less than 25 years.</p>	<ul style="list-style-type: none"> - Twenty (25) felonies - Fifteen (15) preliminary examinations; - Three (3) felony jury trials; and - Three (3) contested PC 1538.5 hearings
<p>Class 3 (including juvenile delinquency cases, probation and parole violations)</p>	<p>All other felonies and any misdemeanor that requires registration as a sex offender</p>	<ul style="list-style-type: none"> - Fifteen (15) criminal cases; - Three (3) jury trials; - Five (5) contested factual hearings; and - Ten (10) preliminary examinations within 3 years.
<p>Class 4 (including juvenile delinquency cases, probation and parole violations)</p>	<p>Any theft offense charged as a misdemeanor and/or all other misdemeanors in which the possible sentence is one year in the county jail.</p>	<ul style="list-style-type: none"> - Three (3) criminal cases in which a motion accompanied by points and authorities was filed and argued, a plea was negotiated, or testimony was taken. - Observe the entirety of least <i>two</i> (2) court sessions in an Alameda County misdemeanor calendar department in the preceding three (3) months; and - Observe the entirety of at least <i>three</i> (3) sessions of a criminal jury trial, at least one of which must have included <i>voir dire</i>, in the preceding three (3) months.
<p>Class 5 (including juvenile delinquency cases, probation and parole violations)</p>	<p>All other misdemeanors</p>	<ul style="list-style-type: none"> - Observed the entirety of at least <i>one</i> (1) court session in an Alameda County misdemeanor calendar department in the preceding three (3) months; - Observed at least <i>two</i> (2) sessions of a criminal jury trial, at least one of which must have included <i>voir dire</i>, in the preceding three (3) months.
<p>Misdemeanor Appeals</p>	<p>Handling the entirety of an appeal following conviction by jury trial.</p>	<ul style="list-style-type: none"> - Two (2) criminal appeals, from settling the record, research, writing and submission; and - One (1) writing sample (brief or motion) no more than 15 pages.



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Contempt	Representing defendants being charged with criminal contempt in connection with alleging violating a court order.	- Two (2) criminal contempt cases; or <ul style="list-style-type: none">○ Requirements for Class 4 (see above).
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CAAP APPLICATION FORM

Name: | SSN# | Tax ID#

Office Address: (must be located in Alameda County; no PO boxes or mail box locations [e.g. UPS, Mail Boxes Etc.]

City: zip code:

Other Office Address:

City: zip code:

Office phone #: | Cell# | Email:
(required)

Are you an ACBA member: [] Yes [] No

ADMISSIONS TO BAR

CA Bar #: Date Admitted to CA Bar: Years in Practice:

Are you a Criminal Law Specialist? [] Yes [] No If yes, date certified/recertified:

Admitted in other states? [] Yes [] No If yes, list state(s) & yr. admitted:

Member of other conflict/court appointed programs: [] Yes [] No If yes, list county & yrs.:

EMPLOYMENT HISTORY: Please check off areas of previous employment: (details of this work much be reflected in your resume)

- Deputy Public Defender, State Defender, Federal Defender, Appellate Defender, Private Law Firm, Other (describe): Deputy District Attorney, Deputy City Attorney, Assistant U.S. Attorney, Military Attorney, Solo Practitioner

PANELS: Please indicate all the panels you are applying to.

Adult Criminal

- Death Penalty, Class 4, Juvenile/602 cases, Class 1J, LWOP, Class 5, Class 1, Contempt, Class 2, Misdo Appeals, Class 3, PV/parole, Class 4J, Class 5J

JURISDICTION: Please indicate the judicial district(s) you are applying for

- Alameda, Fremont, Hayward, Oakland, Pleasanton



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I, _____, hereby declare:

1. I am an active member in good standing with the State Bar of California and am not now nor have been, in the immediately preceding twelve (12) months, subject to any State Bar discipline (including but not limited to probation, suspension, disbarment or failure to pay State Bar dues, or comply with MCLE requirements);
2. I maintain my principal office in Alameda County at the address specified below, the majority of my practice is in Alameda County, and this is my address of record with the State Bar of California;
3. I do not belong to any other criminal or juvenile defense court appointment panel, excluding post-conviction or federal. I have listed below the name(s) of the post- conviction and/or federal court appointment panels to which I belong;
4. I hereby certify that I have completed at least three (3) hours of criminal law education or training in the immediately preceding year;
5. I acknowledge that I have received and read the Rules and Regulations of the Court Appointed Attorneys Program (CAAP) effective September 2, 2014 (available on the ACBA website at www.acbanet.org) and agree to abide by and be bound by them and such other and further rules and regulations as may be adopted on behalf of CAAP including, but not limited to, the CAAP Fee Schedule effective June 10, 2016 and such other and further fee schedules as may be adopted in the future.
6. I hereby consent to verification by CAAP of my eligibility for membership in CAAP.
7. I hereby waive any and all claims, known or unknown, which I may now have against the Alameda County Bar Association (ACBA), its officers, directors, members, employees and the CAAP Advisory Committee members for any liability or loss arising out of the operation of CAAP, application of the Governing Rules, or from the referral or non- referral, assignment or non-assignment, of any case thereunder;
8. I hereby agree to hold harmless and indemnify the ACBA, its officers, directors, members and employees; the CAAP Advisory Committee members; and the County of Alameda, its Board of Supervisors, employees and agents from any and all claims, demands, actions, liability, or loss which may arise or be incurred because of or resulting from my participation or lack of participation in CAAP;
9. I agree that this participation Agreement is renewable each calendar year and that the terms and conditions which apply to the member shall be subject to changes as CAAP deems necessary.
10. I understand that as a CAAP panel member, I am receiving reimbursement for legal services rendered; I am an independent contractor. I am not an employee of the ACBA. No relationship of employer and employee is created by this Agreement; it being understood and agreed that attorney is an independent contractor. Contractor is not the agent or employee of the ACBA in any capacity whatsoever and the ACBA shall not be liable for any acts or omissions by attorney nor for any obligations or liabilities incurred by attorney. Attorney shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security,



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disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

11. Attorney, by this Agreement, agrees to perform his/her work in strict accordance with currently approved methods and practices in his/her field. Attorney further agrees that the sole interest of the ACBA is to insure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the State Bar of California and the ACBA Court Appointed Attorneys Program.
12. The ACBA has and reserves the right to remove any attorney from the CAAP panel. If removed, the Attorney shall be entitled to payment for services provided hereunder prior to the effective date of said removal.
13. The parties agree that any and all disputes, claims or controversies arising out of or relating to the ACBA CAAP Participation Agreement shall be submitted to JAMS, or its successor, for mediation, and if the matter is not resolved through mediation, then it shall be submitted to JAMS, or its successor, for final and binding arbitration pursuant to the clause set forth in Paragraph 17 below.
14. Either party may commence mediation by providing to JAMS and the other party a written request for mediation, setting forth the subject of the dispute and the relief requested.
15. The parties will cooperate with JAMS and with one another in selecting a mediator from the JAMS panel of neutrals and in scheduling the mediation proceedings. The parties agree that they will participate in the mediation in good faith and that they will share equally in its costs.
16. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator or any JAMS employees, are confidential, privileged and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.
17. Either party may initiate arbitration with respect to the matters submitted to mediation by filing a written demand for arbitration at any time following the initial mediation session or at any time following 45 days from the date of filing the written request for mediation, whichever occurs first ("Earliest Initiation Date"). The mediation may continue after the commencement of arbitration if the parties so desire.
18. At no time prior to the Earliest Initiation Date shall either side initiate an arbitration or litigation related to this Agreement except to pursue a provisional remedy that is authorized by law or by JAMS Rules or by agreement of the parties. However, this limitation is inapplicable to a party if the other party refuses to comply with the requirements of Paragraph 15 above.

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19. All applicable statutes of limitation and defenses based upon the passage of time shall be tolled until 15 days after the Earliest Initiation Date. The parties will take such action, if any, required to effectuate such tolling.

I declare, under penalty of perjury, the foregoing to be true and correct of my own information, knowledge and belief and that I have knowingly, intelligently and voluntarily consented to the foregoing provisions.

Executed this ____ day of _____, 20 ____ at _____, CA

Signature: _____