

**OFFICE OF THE APPELLATE DEFENDER
CRIMINAL APPELLATE ROSTER APPLICATION INSTRUCTIONS**

- (1) Please review [IDS Rules 3.1 through 3.7](#) and [IDS policies in appellate cases](#).
- (2) **Complete Application:** The following must be submitted to the Office of the Appellate Defender before the Appellate Defender will consider your application for roster membership:
 - (a) **Application form and attachments:** The application form is a fillable document and should be completed in full. Handwritten applications will not be accepted. Answer all questions. Use "N/A" for inapplicable fields. If additional space is needed for an answer, use an attachment for your response and indicate on the application "see attachment."
 - (b) **Current resume:** Submit a current resume as an attachment.
 - (c) **Statement of interest:** By cover letter or attachment, submit a statement describing your interest in representing indigent clients in criminal appeals.
 - (d) **Legal writing samples:** Submit at least four legal writing samples. Writing samples may include appellate briefs, legal pleadings, or memoranda of law. Please do not submit copies of opinions unless the opinion is a writing sample.
 - (e) **Reference letters:** Reference letters must be submitted by at least three attorneys licensed in North Carolina for at least five years or professors of law familiar with your legal writing and oral advocacy skills. Reference letters must be submitted directly to the Office of the Appellate Defender by the reference by email to Office Manager Jonathan Nolen (Jonathan.E.Nolen@nccourts.org) or by mail.
- (3) **Application submission:** Scan and email the complete application form, attachments, resume, statement of interest, and writing samples to Office Manager Jonathan Nolen (Jonathan.E.Nolen@nccourts.org). Reference letters must be submitted by the reference directly to the Office of the Appellate Defender by mail or email to Jonathan Nolen.
- (4) **Training:** The Appellate Defender may require you to attend training in criminal law and appellate procedure before a final decision is made on your application. If you are added to the criminal appellate roster, you will be required to attend two appellate training courses—one during your first year of membership, and one during your second year of membership. See [IDS policy](#).
- (5) **Interview:** The Appellate Defender may require an interview before a final decision is made on your application.
- (6) **Notification:** Once your complete application and reference letters are reviewed and a decision is made, you will be notified of the Appellate Defender's decision by email or mail.
- (7) **Confidentiality:** All information contained in the application shall be confidential and available only to the Office of the Appellate Defender and Indigent Defense Services and shall not be disclosed unless required by law.
- (8) **Waiver:** By submitting this application, the applicant explicitly waives the right to review reference information obtained by the Office of the Appellate Defender.

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CRIMINAL APPELLATE ROSTER APPLICATION**

I. PERSONAL INFORMATION

First name: _____ Middle name: _____ Last name: _____

Preferred name: _____

Current employer (indicate if self-employed): _____

Office mailing address: _____

Email: _____ Office phone: _____

Start date in current position: _____

General nature of your practice: _____

NC Bar number: _____ NC Bar admission month and year: _____

Other State bar admissions, bar numbers, and admission years: _____

Professional associations: _____

Law school and graduation year: _____

Undergraduate school and graduation year: _____

Other education, degrees, and graduation years: _____

Languages, other than English, in which you are fluent: _____

If you previously applied to serve on this roster but were denied membership, list the year: _____

If you previously served on this roster, list dates of service: _____

If you serve or have served on a state or federal trial or appellate court roster representing adult or juvenile indigent clients, identify the districts, types of cases assigned, and how long you have served:

Have you ever been disbarred, suspended, reprimanded, or otherwise publicly disciplined by a local, district, or State bar? ____ If yes, explain in an attachment to this application.

Are you aware of any complaint pending against you in any court or grievance committee in any jurisdiction? ____ If yes, explain in an attachment to this application.

II. PREVIOUS LEGAL EMPLOYMENT

If you have been in your current position less than three years, please provide prior employment information for the past three years.

Previous employer: _____

Dates of employment: _____

Position: _____

Address: _____

Phone: _____

Website: _____

Briefly describe nature of practice: _____

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Briefly describe nature of practice: _____

Previous employer: _____

Dates of employment: _____

Position: _____

Address: _____

Phone: _____

Website: _____

Briefly describe nature of practice: _____

III. CRIMINAL AND APPELLATE LITIGATION EXPERIENCE

Number of years of criminal appellate experience (distinguish state and federal):

Number of years of criminal trial court experience (indicate if state Superior or District Court, or federal):

Number of criminal jury trials during the past three years: _____

Percentage of practice devoted to criminal appeals during the past three years: _____

Percentage of practice devoted to criminal cases in Superior Court during the past three years: _____

Do you have experience representing clients in juvenile court? _____

Have you represented clients on appeal in civil cases? _____ If yes, percentage of your practice devoted to civil appeals during the past three years: _____

Please identify your four most recent criminal appeals. Include civil appeals if you have not represented clients in four criminal appeals. Please do not submit copies of opinions.

(1) Case name: _____

Appellate court and docket #: _____

Citation to decision: _____

Most serious charge appealed: _____

(2) Case name: _____

Appellate court and docket #: _____

Citation to decision: _____

Most serious charge appealed: _____

(3) Case name: _____

Appellate court and docket #: _____

Citation to decision: _____

Most serious charge appealed: _____

(4) Case name: _____

Appellate court and docket #: _____

Citation to decision: _____

Most serious charge appealed: _____

IV. EDUCATION AND TRAINING

Please identify CLE courses you attended or taught during the last three years involving criminal law or appellate procedure.

Course name: _____

Nature of training: _____

Date: _____

Location: _____

Attended/taught: _____

Course name: _____

Nature of training: _____

Date: _____

Location: _____

Attended/taught: _____

Course name: _____

Nature of training: _____

Date: _____

Location: _____

Attended/taught: _____

Course name: _____

Nature of training: _____

Date: _____

Location: _____

Attended/taught: _____

V. CURRENT RESUME

Please submit your current resume as an attachment.

VI. STATEMENT OF INTEREST

By cover letter or attachment, please submit a statement describing why you want to represent indigent clients on appeal. The statement should not exceed one page.

VII. LEGAL WRITING SAMPLES

Please submit at least four legal writing samples as attachments. Writing samples may include appellate briefs, legal pleadings, or memoranda of law. Please do not submit opinions unless the opinion is a writing sample.

Identify legal writing samples attached to application:

- (1) _____
- (2) _____
- (3) _____
- (4) _____

Are all submitted writing samples solely your own work? _____

If not, please identify the writing sample(s) and explain your contribution: _____

VIII. REFERENCE LETTERS

Reference letters must be submitted by at least three attorneys licensed in North Carolina for at least five years or professors of law familiar with your legal writing and oral advocacy skills.

Reference letters must be submitted by the reference attached to an email sent to Office Manager Jonathan Nolen (Jonathan.E.Nolen@nccourts.org) or mailed to Office of the Appellate Defender, Attn: Appellate Roster Application, 123 West Main Street, Suite 500, Durham, NC 27701. Reference letters submitted by the applicant will not be considered.

Please identify references:

- (1) Reference name:** _____
- Employer and position: _____
- Address: _____
- Phone: _____
- Email: _____
- How reference knows applicant: _____

(2) Reference name: _____

Employer and position: _____

Address: _____

Phone: _____

Email: _____

How reference knows applicant: _____

(3) Reference name: _____

Employer and position: _____

Address: _____

Phone: _____

Email: _____

How reference knows applicant: _____

IX. CERTIFICATION

I certify I have given true, accurate, and complete information in this application. I understand this application may be rejected if I provided false information or documentation or failed to disclose relevant information.

For purposes of determining my roster eligibility, the Appellate Defender is authorized to investigate all information provided in this application and supporting submissions and conduct confidential inquiry of identified references and others familiar with my experience and abilities.

All information received by the Appellate Defender in conjunction with this application shall be confidential and available only to the Office of the Appellate Defender and Indigent Defense Services and shall not be disclosed unless required by law. I explicitly waive the right to review reference information obtained by the Appellate Defender.

I have read the IDS rules and policies for providing legal representation in criminal appeals. I agree to comply with all IDS rules, policies, and conditions of appointment in appellate cases.

Electronic Signature Agreement: By selecting the "I Accept" button, I am signing this application electronically. I agree my electronic signature is the legal equivalent of my handwritten signature on this application.

___ I Accept

Date: _____