

**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 any inapplicable field. If additional space is needed for an answer, use an attachment for your response and indicate "see attachment" on the application.
  - (b) **Current resume:** Submit a current resume as an attachment.
  - (c) **Statement of interest:** By cover letter or attachment, submit a statement describing your commitment to indigent 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 by the reference directly to the Office of the Appellate Defender by email to Emily Davis ([emily.h.davis@nccourts.org](mailto:emily.h.davis@nccourts.org)) or by mail.
- (3) **Application submission:** Scan and email the complete application form, attachments, resume, statement of interest, and writing samples to Emily Davis ([emily.h.davis@nccourts.org](mailto:emily.h.davis@nccourts.org)). Reference letters must be submitted by the reference directly to the Office of the Appellate Defender by email to Emily Davis ([emily.h.davis@nccourts.org](mailto:emily.h.davis@nccourts.org)) or by mail.
- (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.

**OFFICE OF THE APPELLATE DEFENDER  
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 service dates: \_\_\_\_\_

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, provide prior employment information for the past three years.

**Previous employer:** \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Briefly describe nature of practice: \_\_\_\_\_

\_\_\_\_\_

**Previous employer:** \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

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):

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

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Number of criminal jury trials during 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: \_\_\_\_\_

Identify your four most recent criminal appeals. Include civil appeals if you have not represented clients in four criminal appeals. 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 Emily Davis ([emily.h.davis@nccourts.org](mailto:emily.h.davis@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 of 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 to conduct confidential inquiry of identified references and others familiar with my competence.

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 "I accept," 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: \_\_\_\_\_