

## **PERFORMANCE STANDARDS FOR CJA PANEL MEMBERS**

This Court is very appreciative of the excellent services provided over the years to indigent federal criminal defendants by the attorneys on the CJA Panel. To assist in maintaining the continued high level of professional performance of panel attorneys, attorney members of a special Advisory Committee to the Court have responded to the Court's request by suggesting certain minimum Performance Standards by CJA Panel Attorneys. The Court has made only minor adjustments to those recommendations. The Performance Standards are adopted by the court.

Recognizing the duty of an attorney representing a client in a criminal case to provide to that client effective representation, the following Performance Standards shall be adhered to by all panel members in every case. Failure to comply with the standards will result in removal from the panel.

1. Counsel shall have an affirmative duty to maintain regular contact (in person, by mail, by phone) with the client throughout the course of the case and to meet in person with the client as often as is necessary to discuss the status of the case, the elements of the alleged offenses, and any possible defenses; to review discovery materials; to discuss trial strategy; and to discuss the application of the Sentencing Guidelines.

2. Counsel shall be familiar with the provisions of the Criminal Justice Act., Title 18 U.S.C. § 3006A, in regards to the procedures for payment for counsel's services and for the appointment of investigators and expert witnesses to assist with the defense.

3. Counsel shall have read, and become familiar with, the Federal Rules of Criminal Procedure and the Federal Rules of Evidence.

4. Counsel shall have read, and become familiar with, the provisions of the Bail Reform Act, Title 18 U.S.C. § 3142 et seq.

5. Counsel shall have read, and become familiar with, the provisions of Rule 16, Fed.R.Crim.Proc. Local Rule 16.1, the Jencks Act, Title 18 U.S.C. § 3500, and the Government's constitutional duty to disclose exculpatory/impeaching material under Brady v. Maryland, 373 U.S. 83 (1963), and Giglio v. United States, 405 U.S. 150 (1972).

6. Counsel shall have read and become familiar with the provisions of Local Rule 12.1 regarding the filing of pretrial motions in criminal cases.

7. Counsel shall have read and become familiar with Local Rule 32.1 regarding the implementation of the Federal Sentencing Guidelines.

8. Counsel shall become familiar with the courtroom technology equipment available in each of the Courtrooms in the district by visiting our internet website at:

<http://www.ilcd.uscourts.gov/courtroomtech.htm>

Counsel wishing to have individual training shall contact the Clerk's Office in the division in which their case is pending.

9. Counsel shall possess, or have immediate access to, a current edition of the Federal Criminal Code and the Federal Sentencing Guidelines.

10. Counsel shall attend at least one CLE course every 24 months (and within the first 12 months of becoming a panel member) focusing on the defense of federal criminal cases and the application of the Federal Sentencing Guidelines.

To assist all CJA panel attorneys in meeting and exceeding such minimal

expectations and in providing effective assistance of counsel to their clients, our Federal Public Defender, Thomas W. Patton, will schedule at least one seminar annually at which speakers will address such topics as discovery and motion practice, Seventh Circuit and Supreme Court case updates, trial tactics, and sentencing advocacy under the Guidelines. All CJA panel attorneys in the district will have access to the Federal Defender's website, which contains links to sample motions, practice aids, *The Back Bencher* newsletter, summaries of recent decisions of the Seventh Circuit, and notice of upcoming local and national CLE programs for CJA panel attorneys. The website is accessible at: <http://ilc.fd.org/>

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I have read these Minimum Performance Standards and as a member of the CJA Panel for the Central District of Illinois, I agree to comply with the standards.

Date: \_\_\_\_\_

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Attorney at Law