

# FEDERAL DEFENDER SERVICES OF EASTERN TENNESSEE, INCORPORATED

800 S. Gay Street, Suite 2400  
Knoxville, Tennessee 37929-9714

Elizabeth B. Ford  
Federal Community Defender

Telephone 865-637-7979  
Fax 865-637-7999

November 1, 2019

The Court will be accepting applications for three year terms on the regular CJA panel and applications to be considered for the district's mentor program. If you are interested in either, please fill out the entire application form found on this website and return it to [CJA\\_Panel\\_TNE@fd.org](mailto:CJA_Panel_TNE@fd.org) by **December 31, 2019**. Be sure to mark if you are applying for the regular panel or the mentoring program. (This is a fillable form, and it is requested that the form be typed. Illegible forms will not be considered.)

The *regular panel* is made up of private attorneys who are members in good standing of the federal bar of this district and who have demonstrated experience in, and knowledge of, the *Federal Rules of Criminal Procedure*, the *Federal Rules of Evidence*, and the *United States Sentencing Guidelines*. Other expectations, including mandatory CLE, may be found in the district's CJA Plan. [http://www.tned.uscourts.gov/docs/cja\\_plan\\_2014.pdf](http://www.tned.uscourts.gov/docs/cja_plan_2014.pdf)

For attorneys interested in learning about federal criminal defense, mark *mentor program* on the form. Mentees have two years to complete the requirements of the program which may be found at <http://www.tned.uscourts.gov/cja.php> under *CJA Training Information and Documents*. Those accepted will be assigned a mentor with whom to work and learn.

Mentees and regular panel attorneys are required to complete three hours of relevant CLE each calendar year. All seminars offered by Federal Defender Services (FDSET), all seminars offered by the Training Branch of the Defender Services Office (DSO), and all webinars found at [www.fd.org](http://www.fd.org) satisfy the requirement. Application must be made to the Panel Selection Committee for approval of other relevant seminars by December 1, 2020. Send the agenda for seminars **not** sponsored by FDSET or DSO to [Sandy\\_Waggoner@fd.org](mailto:Sandy_Waggoner@fd.org), and it will be forwarded to the appropriate selection committee. Also, send Sandy a certificate of attendance for any DSO seminars and [fd.org](http://www.fd.org) webinars attended. Records of attendance at FDSET seminars will be maintained by the FDSET office.

If you have any questions, please call Beth Ford at 865-637-7979.

Sincerely,

FEDERAL DEFENDER SERVICES  
OF EASTERN TENNESSEE, INC.

By:

\_\_\_\_\_  
Elizabeth B. Ford  
Federal Community Defender

Bobby Hutson, Jr. Jonathan A. Moffatt Ben Sharp Jennifer Coffin  
Nakeisha Jackson Molly Kincaid  
Assistant Federal Defenders