

## United States District Court Northern District of Texas

### CJA Attorney Applicant Mentoring Instructions and Form

Thank you for applying to be a member of the CJA Panel for the United States District Court, Northern District of Texas. The CJA Advisory Panel, after reviewing your application, has recommended that you work with a mentor on at least one federal case before being granted admission to the CJA Panel. Please follow these steps to ensure that you have satisfied the mentoring requirement.

1. Select a Mentor

Any attorney who is on the CJA Panel may serve as a mentor. A list of current CJA Panel members is available on the court's Internet website at [www.txnd.uscourts.gov](http://www.txnd.uscourts.gov). You must make your own arrangements to work with a mentor. Ensure that the mentor has an active federal case.

2. Notify the Court

Send an e-mail message to [Tammy\\_Shipley@txnd.uscourts.gov](mailto:Tammy_Shipley@txnd.uscourts.gov) when you have selected a mentor. (Note: If your mentor is not currently on the CJA Panel but has extensive federal experience, you may ask for an exception to be made.)

3. Work with the Mentor

Observe the mentor through all phases of at least one federal criminal case.

4. Complete and Submit this Form

Upon completion of the mentoring process, ask your mentor to complete the attached page and submit it to the court so that you can be considered for the CJA Panel.

**United States District Court  
Northern District of Texas**

CJA Mentor's Report

Instructions to mentor: Please complete this form when you have completed your mentoring work. Submit the completed form to: Tammy\_Shipley@txnd.uscourts.gov.

Mentee's Name: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Case or Cases that Mentee Observed (Case Style and Number):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate Number of Hours You Worked with the Mentee: \_\_\_\_\_

List the court proceedings that the mentee observed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide any comments that you may have that may assist the court in determining the mentee's qualifications and suitability for the CJA Panel:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Mentor

\_\_\_\_\_  
Signature of Mentor

\_\_\_\_\_  
Date