

I. Introduction

The Federal Public Defender Office, in conjunction with the Panel Selection Committee, will oversee a program in which attorneys who do not have the requisite experience to qualify for membership on the regular Criminal Justice Act (CJA) Panel will be eligible to participate in a training program to gain the necessary experience required to provide high quality defense representation in federal criminal cases in Western Missouri. The training panel attorney shall be referred to as the “mentee.” Each mentee will be paired with at least one experienced and qualified CJA panel attorney, referred to as the “mentor.”

II. Training Panel

a. Selection of Program Participants

The Panel Selection Committee will select a list of the mentee attorneys to participate in the program. The Federal Defender Office will notify the selected attorneys.

b. Length of Training Period

It is anticipated that the training program will take 12 months to complete. Although it is anticipated the program will provide a mentee attorney the opportunity to gain the necessary experience to become a member of the CJA Panel, participation in the program does not guarantee admission to the Panel.

c. Removal or Resignation from the Program

A mentee attorney may be removed from the program if unable to meet the expectations for training panel members. The presiding Judicial Officer of the Panel Selection Committee will have the authority to remove an attorney from the program.

III. Expectations for Participants in the Program

a. Mentors

Mentors participating in the program shall supervise the mentee attorneys. Mentors shall have discretion regarding the extent of the mentee’s involvement, depending on the unique needs of the case and the experience of the attorney.

The mentor attorney will have the ultimate responsibility and the final decision-making authority about legal strategy.

b. Mentee Attorney

Mentee attorneys will be **required** to attend the training seminars sponsored by the Federal Public Defender’s Office for CJA Training Panel members, and will be expected to keep current with developments in federal criminal defense law, practice and procedure. Mentee attorneys will be encouraged to attend training programs offered to the regular CJA Panel members as well.

The mentee attorney will assist the mentor attorney as requested and as available to do so. Mentee attorneys will have the same professional responsibilities to the client and the court as in a case in which they were the appointed attorney.

IV. Assignment of Cases –

The Federal Defender Office will assign each mentee attorney to at least one mentor. Each mentor will determine what case(s) the mentee attorney will assist with. The Federal Public Defender, the Federal Defender Training Committee, and the District Panel Representative will be available for consultation to assist the mentor in selecting assignments for the mentee.

V. Compensation and Expenses of Appointed Counsel

Each mentee attorney may be paid for case related work at a rate of \$100/hour, with a maximum of \$2000 for the term of the program. Mentee attorneys may also submit requests for reimbursement of necessary case-related travel expenses. Reimbursement for travel expenses are included in the \$2000 maximum for the term of the program. A mentee may only bill for time spent working on a case in which a CJA mentor has been appointed. A mentee may not bill for time spent at educational endeavors, including attendance at CLE programs. At the conclusion of each case, the mentee attorney shall complete a detailed memorandum supporting and justifying the total number of hours claimed. The memorandum should include an itemization of services provided, by date, and indicate the number of hours (in hours and tenths of an hour) for each separate service provided. It will be reviewed by the lead attorney for accuracy, and then forwarded to the clerk of the court for review and approval by the presiding judge.