



UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA

MEMORANDUM

**DATE:** January 23, 2020

**TO:** CJA panel

**FROM:** Chief Judge Steven D. Merryday

**SUBJECT:** CJA panel member re-applications (short-form) for the May 1, 2020 through April 30, 2023 term are due March 6, 2020.

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The current CJA panel expires on April 30, 2020. For the new three-year panel term beginning May 1, 2020, a panel member can download the short-form re-application on the Middle District's website <http://www.flmd.uscourts.gov/>. At the top right of the homepage, click on *For Lawyers* and choose *CJA Panel Renewal 2020* from the drop-down menu. To submit the re-application, upload the completed and signed re-application to the same webpage.

**The deadline to submit a re-application is March 6, 2020.**

Serving at the discretion of the judges, a CJA panel member must continue to meet the minimum requirements for panel membership under Section 1.05 of the Middle District's Criminal Justice Act Plan. To review the CJA Plan on the Middle District's website, click on *For Lawyers* at the top right of the homepage, choose *Criminal Justice Act (CJA)* from the drop-down menu, and click on *CJA Plan*.

Either a new applicant or a current panel member who misses the March 6, 2020 deadline can submit at any time the long-form application, which appears on the Middle District's website. Click on *For Lawyers* at the top right of the homepage, choose *Criminal Justice Act (CJA)* from the drop-down menu, and click on *Apply to be a CJA Lawyer*.

If you have a question, contact Margaret Bundy, CJA Coordinator for the Office of the Federal Defender (407-480-6338 or [margaret\\_bundy@fd.org](mailto:margaret_bundy@fd.org)).

The judges appreciate your service as a member of the Criminal Justice Act panel.