



# OKLAHOMA INDIGENT DEFENSE SYSTEM NON-CAPITAL TRIAL PARTICIPATING COUNSEL APPLICATION

*Return completed application to the following:*

Kevin Finlay, Division Chief  
Non-Capital Trial Division  
Oklahoma Indigent Defense System  
P.O. Box 926  
Norman, OK 73070

Application to participate on the Non-Capital Trial Services Contract for the following county(s): \_\_\_\_\_

Last Name	First Name	Middle Initial	OBA Number
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Doing Business As *(if an entity other than the individual will be the contracting party, such as a partnership or corporation)*

Firm / Office Name

Office Address (City / State / Zip)

Telephone No.

Fax No.

Mailing Address (City / State / Zip) *(only if different from above)*

E-mail address, if any

Oklahoma Vendor/Payee Number (if one has been issued).

## I. APPLICANT'S BACKGROUND

I affirm that I am a member in good standing with the Oklahoma Bar Association. \_\_\_\_\_  
*initial*

Oklahoma Bar Admission: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Other bar admissions and dates: \_\_\_\_\_

Fluency in languages other than English: \_\_\_\_\_

II. LEGAL EMPLOYMENT

1. Current law position (indicate whether as a partner, associate, sole practitioner, etc.; also indicate if full-time or part-time)

2. General nature of current practice (e.g., criminal -- trial and/or appellate; civil litigation, corporate, gen. practice, etc.)

3. Indicate your legal experience during the last three (3) years, including part-time employment and clerkships. Provide the names, addresses and telephone numbers of employers, including judges, if any, and the dates of employment. (Attach additional sheets as needed.)

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_ (From - To)  
City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

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Position \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_ (From - To)  
City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Employer** \_\_\_\_\_  
Position \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_ (From - To)  
City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

4. Indicate all counties in Oklahoma in which you have accepted appointments in criminal cases and the years you have accepted such appointments?

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

III. LITIGATION EXPERIENCE

1. Number of years of criminal litigation experience. \_\_\_\_\_  
2. Number of years of criminal litigation experience in Oklahoma. \_\_\_\_\_

3. During the last three (3) years, how many criminal cases have you handled as sole or lead counsel?

\_\_\_\_\_ felony

\_\_\_\_\_ misdemeanor

\_\_\_\_\_ traffic punishable by incarceration

\_\_\_\_\_ juvenile

4. During the last three (3) years, how many of the following types of proceedings have you handled or participated in?

a) Felony jury trials to verdict or hung jury as a defense counsel \_\_\_\_\_

b) Felony jury trials to verdict or hung jury as a prosecutor \_\_\_\_\_

c) Felony bench trials to verdict as a defense counsel \_\_\_\_\_

d) Felony bench trials to verdict as a prosecutor \_\_\_\_\_

e) Suppression motion hearings in felony cases \_\_\_\_\_

f) Misdemeanor jury trials to verdict or hung jury as a defense counsel \_\_\_\_\_

g) Misdemeanor jury trials to verdict or hung jury as a prosecutor \_\_\_\_\_

h) Misdemeanor bench trials to verdict as a defense counsel \_\_\_\_\_

i) Misdemeanor bench trials to verdict as a prosecutor \_\_\_\_\_

j) Suppression motion hearings in misdemeanor cases \_\_\_\_\_

k) Criminal juvenile jury trials to verdict or hung jury as a defense counsel \_\_\_\_\_

L) Criminal juvenile jury trials to verdict or hung jury as a prosecutor \_\_\_\_\_

M) Criminal juvenile bench trials to verdict as a defense counsel \_\_\_\_\_

n) Criminal juvenile bench trials to verdict as a prosecutor \_\_\_\_\_

o) Suppression motion hearings in criminal juvenile cases \_\_\_\_\_

5. In the last year, how many of the following types of cases have you accepted?

a) Felony cases \_\_\_\_\_

b) Misdemeanor cases \_\_\_\_\_

c) Traffic cases punishable by incarceration \_\_\_\_\_

d) Criminal juvenile cases \_\_\_\_\_

6. Estimate the percentage of your total working hours that you devoted to handling criminal cases for each of the three (3) preceding years?

\_\_\_\_\_ %    Calendar Year \_\_\_\_\_  
 \_\_\_\_\_ %    Calendar Year \_\_\_\_\_  
 \_\_\_\_\_ %    Calendar Year \_\_\_\_\_

7. a) Identify your last five (5) cases that went to trial.

Name and Case No.	Court/Judge	Charge	Adversary's Name/Tel No.

b) Identify five (5) of your most serious felony cases that went to trial.

Name and Case No.	Court/Judge	Charge	Adversary's Name/Tel No.

8. During the last three (3) years, how many of each of the following types of experts/witnesses have you consulted with during trial preparation and/or examined during litigated motion hearings, preliminary hearing or trial in criminal cases?

Ballistics Experts	_____	Police Officers	_____
OSBI / FBI / DEA / ATF Agents	_____	Psychiatrists	_____
Chemists / Lab Technicians	_____	Psychologists	_____
Fingerprint Experts	_____	Serologists	_____
Medical Examiners	_____	Undercover Agents	_____

Medical Experts \_\_\_\_\_ DNA Experts \_\_\_\_\_  
 Social Workers \_\_\_\_\_ Mitigation Experts \_\_\_\_\_  
 Other (please specify what) \_\_\_\_\_

**IV. TRAINING**

1. List the CLE courses you have attended or taught during the last three (3) years that involve the practice of criminal law. (Attach additional sheet(s) as needed.)

Program Name	Sponsor	Date	Place	Attended (A) or Taught (T)

**V. INFORMATION ABOUT APPLICANT'S OFFICE**

Number of secretarial and other support staff \_\_\_\_\_

Is your office computerized  Yes  No

If yes, do you operate a spreadsheet program  Yes  No

If yes, primary spreadsheet program is: \_\_\_\_\_

Do you have an in-house law library  Yes  No

Do you have electronic legal research capabilities  Yes  No

Are you willing to place reasonable restrictions on your other legal practice to ensure that the conflict clients served under this agreement are competently represented?  Yes  No

**VI. GRIEVANCE MATTERS**

- State whether you have been disbarred, suspended, reprimanded, or otherwise disciplined by any segment of the bar including, but not limited to any local, district or state grievance authority of an organized bar. If yes, give full details by attachment to this application.  
 Yes  No
- Do you now have any charges pending against you, either in court or grievance committee, that could result in the filing of a malpractice suit, a grievance committee proceeding or a suit for disciplinary action? If yes, give full details by attachment to this application.  
 Yes  No



**RELEASE AND WAIVER**

STATE OF OKLAHOMA                    )  
  )  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, am an applicant to become a Non-Capital Trial county contract participating counsel for the Oklahoma Indigent Defense System.

As a condition of my application, I freely and voluntarily consent to the Oklahoma Indigent Defense System investigating my legal qualifications and legal work experience, and I expressly authorize the release and disclosure of information relating to my legal qualifications and legal work experience to the Oklahoma Indigent Defense System, or its authorized agent, including but not limited to, files and records containing such information maintained by former and current employers, educational institutions, governmental bodies, professional associations, and investigative, disciplinary or grievance bodies.

I hereby waive any privilege of confidentiality I might have with respect to the release of any such information, documentation and records.

A photocopy of this authorization shall be considered as effective and valid as the original.

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Applicant's Signature**

Subscribed and sworn to before me, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

My Commission No.: \_\_\_\_\_

## Non-Capital Trial Participating Counsel Applicant's County/Counties of Interest

I, \_\_\_\_\_, Non-Capital Trial Participating Counsel Applicant, desire to be added to the OIDS Non-Capital Trial county contract in the following county(s):

COUNTY	F	M	J	COUNTY	F	M	J	COUNTY	F	M	J
ALFALFA				GRANT				NOBLE			
ATOKA				GREER				NOWATA			
BEAVER				HARMON				OKFUSKEE			
BECKHAM				HARPER				OKMULGEE			
BLAINE				HASKELL				OSAGE			
BRYAN				HUGHES				OTTAWA			
CADDO				JACKSON				PAWNEE			
CANADIAN				JEFFERSON				PAYNE			
CARTER				JOHNSTON				PITTSBURG			
CHEROKEE				KAY				PONTOTOC			
CHOCTAW				KINGFISHER				POTTAWATOMIE			
CIMARRON				KIOWA				PUSHMATAHA			
CLEVELAND				LATIMER				ROGER MILLS			
COAL				LEFLORE				ROGERS			
COMANCHE				LINCOLN				SEMINOLE			
COTTON				LOGAN				SEQUOYAH			
CRAIG				LOVE				STEPHENS			
CREEK				MAJOR				TEXAS			
CUSTER				MARSHALL				TILLMAN			
DELAWARE				MAYES				WAGONER			
DEWEY				McCLAIN				WASHINGTON			
ELLIS				McCURTAIN				WASHITA			
GARFIELD				McINTOSH				WOODS			
GARVIN				MURRAY				WOODWARD			

I am willing to consider accepting the rare conflict case in a county not designated above.     Yes     No

\_\_\_\_\_  
Non-Capital Trial Participating Counsel Applicant's Signature