

**IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF IOWA**

**IN RE: PRO HAC VICE  
ADMISSION FOR CRIMINAL  
JUSTICE ACT PANEL  
ATTORNEYS**

**PUBLIC  
ADMINISTRATIVE ORDER**

**No. 22-AO-0005-P**

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The district's Amended and Substituted Criminal Justice Act Plan (CJA Plan) sets forth objectives, particularizes requirements, and exhaustively details the composition, administration, and management of the panels of private attorneys. Regarding the composition of the district's panels, the CJA Plan, among other things, addresses: the application, selection, and approval processes for attorneys; the need for the panels to provide a sufficient number of experienced attorneys to handle the CJA caseload; the panel eligibility requirements; the continuing legal education requirements; the membership requirements; and the removal from the panel requirements.

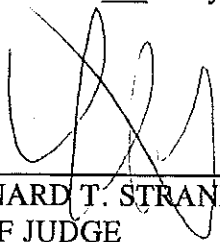
Local Rule 83(d)(2) addresses an appearance in a criminal case by an attorney who is not admitted to the bar of this district. Additionally, Local Rule 83(d)(3) and Administrative Order No. 19-AO-0004-P set forth the requirements for pro hac vice admission in a criminal case.

To furnish representation to persons in an expedited manner and in accordance with the district's CJA Plan, an attorney who is a member of a CJA Panel in this district, but is not admitted to the bar of Iowa, need not file a motion to appear pro hac vice under Local Rule 83(d)(2), Local Rule 83(d)(3)(A), and Administrative Order No. 19-AO-0004-P each time the attorney accepts a representation pursuant to the CJA Plan. Such attorney, however, must complete the ECF registration process if he or she has not already done so and file a notice of

appearance in each case in which he or she is appointed that: indicates on whose behalf he or she is appearing, acknowledges his or her status on the district's CJA panel, describes his or her good standing in the bar(s) where he or she is licensed, and cites the instant administrative order. Additionally, an attorney who files appearances while admitted under a "CJA/PHV" designation must pay the district's annual renewal fee by March 1 of each year.

**IT IS SO ORDERED.**

**DATED** this 16 th day of November, 2022.



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LEONARD T. STRAND  
CHIEF JUDGE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF IOWA



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LINDA R. READE  
DISTRICT JUDGE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF IOWA



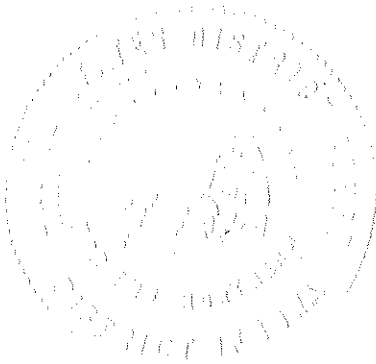
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C.J. WILLIAMS  
DISTRICT JUDGE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF IOWA

Certified original placed in Public Administrative Order Book.

Copies disbursed this 16th day of November 2022 via email to:

Chambers of Chief Judge Leonard T. Strand (Donaline Schmith)  
Senior Judge Linda R. Reade  
Chambers of Senior Judge Linda R. Reade (Brian Keogh)  
Chambers of Judge C.J. Williams (Sali Van Weelden)  
Chambers of Chief Magistrate Judge Kelly K.E. Mahoney (Jami Gollhofer)  
Chambers of Magistrate Judge Mark A. Roberts (Amy Steele)  
Paul De Young, Clerk of District Court  
Misti Michel, Chief Deputy  
Kristen Sanchez, Case Administration Supervisor  
Amanda Hughes, Information Systems Manager  
Marcia Prochnow, Jury Supervisor  
Lisa Feuerbach, Chief Probation Officer  
Brad Hansen, Federal Defender  
Tim Duax, US Attorney  
helpdesk@iand.uscourts.gov for posting on the external NDIA website



A handwritten signature in black ink, appearing to read "Cathy", is written over a horizontal line.

Cathy May  
Human Resources Specialist