

CAPITAL HABEAS TRAINING FINANCIAL ASSISTANCE POLICY AND APPLICATION

Twenty-First National Seminar on the Development and Integration of Mitigation Evidence in Capital Cases – February 22-25, 2024

THIS FORM SHOULD BE FILLED OUT AND SUBMITTED ELECTRONICALLY BY FOLLOWING THE INSTRUCTIONS BELOW.

The Defender Services Office (DSO) has limited funds available for financial assistance for travel and/or lodging to DSO training events for private practitioners under the Criminal Justice Act and related statutes. No financial assistance will be awarded without a showing of financial need; applicants are not guaranteed an award. Staff from federal or community defender offices are not eligible. This document includes an application form, post-award information and required actions. You must read this information in its entirety, provide all requested information, and certify that the information provided is true and accurate. You should submit a financial assistance application before the deadline noted below; if no application is submitted before that deadline and you have not registered for the conference, you will not be eligible for financial assistance.

Name: _____ **Nickname:** _____

Employer/Firm Name: _____

Address: _____

City, State & Zip: _____

Phone: _____ **Cell:** _____

Email: _____

I am a member of the CJA Panel in the District(s) of: _____

Please provide information for all CJA appointed cases in which you are counsel, attaching additional pages if necessary:

Case Number(s): _____

District(s): _____

Circuit(s): _____

FINANCIAL ASSISTANCE APPLICATION DUE DATE:

A completed application is due no later than close of business on **January 15, 2024**. **Late or incomplete applications will not be considered. Please email a completed application by clicking on the SUBMIT button at the end of this application and then send the email that will appear on your screen.** If an email does not appear on your screen, save this document and send it as an attachment to an email to: Chastain_Smith@ao.uscourts.gov (1) Click on File and select Print; (2) Under printers, select Adobe PDF; (3) Click on Print -a dialog box will appear prompting you to save the document under a specific name; (4) Name the document as your last name, first initial [e.g. Smith J]; (5) Click on Save; (6) Once the PDF document is saved, exit Adobe, open your email and attach the saved document to an email to: Chastain_Smith@ao.uscourts.gov. We will make award decisions within 10 working days of the closing date for the receipt of applications. Applicants will be notified of the results shortly thereafter.

FINANCIAL ASSISTANCE REQUEST:

I am requesting that the Administrative Office of the US Courts pay some of my travel and/or lodging costs to attend this event. My income range is:

< \$25,000 \$25-50,000 \$50-100,000 \$100-150,000 > \$150,000

Please provide in the box below a narrative description of financial circumstances or hardships that may demonstrate a need for assistance (e.g., number of children in college, substantial student loans, large medical or other extraordinary expenses, etc.). Applications without a narrative will not be considered.

Please indicate the type of financial assistance you are seeking and indicate the number of hotel nights needed. **(NOTE: If you have already purchased your airfare via your personal credit card, you are not eligible to receive airfare reimbursement. Please select "Lodging Only".):**

Airfare and Lodging

Airfare only

Lodging only

Number of hotel nights needed (maximum of 3 nights awarded): ____

Please indicate any training programs for which you have been awarded financial assistance by DSO within the last 3 years:

POST-AWARD INFORMATION AND REQUIRED ACTIONS

If you are awarded financial assistance, you will receive a travel authorization 3-4 weeks prior to the seminar for which you are receiving assistance. **It is imperative that you read the authorization carefully to ensure that you comply with AOUSC Travel Regulations.** Travel dates must match the dates listed on your travel authorization. If you wish to extend your travel dates, it will be at your own expense.

Lodging Reservations and Cancellation

If your financial assistance includes lodging, you will receive information about the contracted hotel and are responsible for making your own reservations at that hotel by the published cut-off date. You will be responsible for your own incidentals (i.e., meals, internet, transportation to/from airport and hotel, parking, etc.). If you do not make a hotel reservation by the room block cut-off date, you forfeit your award.

If you are unable to attend the program, you must contact the hotel to cancel your reservation within the time frame established by the hotel's cancellation policy to avoid being charged a no-show fee. Please also notify Chastain Smith at DSO. She can be reached at Chastain_Smith@ao.uscourts.gov. **Failure to notify DSO may result in you not being considered for future awards.**

Transportation

If your financial assistance award includes transportation, the travel authorization will include all information needed to purchase airline or train tickets through Sun Travel. **Your flight or train reservations must be made through Sun Travel at least two weeks before the seminar. Your fares will be billed to the "Defender Services" account.** All tickets purchased must be for round trip travel; one way tickets are not allowed, and no side trips to a city besides the conference city and your home city will be allowed. Baggage fees are no reimbursable.

An alternate means of transportation (e.g., train, personal vehicle) may be used if it is the most cost-effective method available. Reimbursement of costs for alternate forms of transportation will not exceed \$500. You must seek approval to use alternate means of transportation.

By placing my name below, I certify that it would be a financial hardship to attend this training event without financial assistance and that the information I've provided is true and accurate.

Name

Date