

MEMORANDUM

TO: CJA Counsel

FROM: Technology Working Group For The U.S. District Court, Western District Of Washington

DATE: March 10, 2005

RE: Basic Technology Requirements for Criminal Justice Act Panel Attorneys.

The following are minimum technology requirements for CJA Panel Attorneys regarding computer skills and hardware. The computer equipment, software and training are a part of each lawyer's overhead expenses and are not expenses that will be paid by the court. Set out below is a list of basic requirements.

1. PC or Mac computer, including a DVD/CD writer/player (DVD writer preferred);
2. Printer;
3. Scanner;
4. Speakers (for audio/wire taps, etc.);
5. Graphics software to view photos;
6. A word processing program, such as WordPerfect or Word;
7. A PDF program with writing and reading capabilities;
8. An individual e-mail address to the attorney that is private (not shared by others in the office, or family);
9. Internet connection (high speed preferred).

In terms of skill requirements, the panel attorney should be proficient in the use of e-mail programs, word processing (WordPerfect or Word), spreadsheet (Excel), ECF filing, and have access to those experienced with other software programs that may be utilized in any federal criminal case.