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UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH CAROLINA

CJA PANEL SELECTION COMMITTEE

901 RICHLAND STREET  
COLUMBIA, SOUTH CAROLINA 29201-2431

PHONE: 803-765-5067  
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[CJA\\_LIAISON@SCD.USCOURTS.GOV](mailto:CJA_LIAISON@SCD.USCOURTS.GOV)

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December 18, 2024

Dear CJA Panel Attorney:

Please find attached the 2024 Certification of Annual Training form for you to complete and return by Monday, February 3, 2025.

At a minimum, each CJA Panel Attorney must complete six (6) hours of training each year on these topics to remain eligible for CJA Panel appointments. Any panel attorney who accumulates in excess of the six (6) hours credit in an annual reporting period may carry forward those excess hours only to the next annual reporting period.

**Each year there are some CJA panel attorneys who do not submit timely CLE certifications. Frequently, these attorneys then seek (after the fact), an extension of time to either receive the required CLE training or file a late report of the CLE training. The United States District Court for the District of South Carolina has adopted a policy of strict adherence to the reporting deadline. Any attorney not filing the required certification by the February 3, 2025 deadline will be summarily removed from the CJA list for the upcoming year. After serving the one year suspension from the CJA list, the attorney may petition the Court for reinstatement.**

If you have any questions, you may contact the undersigned.

Your cooperation in completing your certification form promptly is greatly appreciated.

Sincerely,

CJA Panel Selection Committee Liaison  
[CJA\\_LIAISON@SCD.USCOURTS.GOV](mailto:CJA_LIAISON@SCD.USCOURTS.GOV)  
803-765-5067

Enclosure