

Financial Assistance Policy and Request For Assistance
Federal Death Penalty Trial, Appellate, and 2255 Training Events

2012 Federal Death Penalty Strategy Session

November 8-10, 2012**Atlanta, GA

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

The Office of Defender Services (ODS) has limited funds available for financial assistance to attend this training event. Priority will be given in those instances where the nature of the case and/or the experience level of appointed attorneys or other team members indicates a more substantial need for training. Assistance is limited to the cost of airfare or other travel means, the cost of accommodations, or both.

This document includes an application form and 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. Applying for financial assistance does not register you for this program; you must register separately, using the registration form attached to this e-mail. Upon receipt of your registration application, you will receive notification that your request has been accepted or rejected or that you have been placed on a waitlist. Regardless of your registration status, you should submit a financial assistance application before the deadline noted below; if no application is submitted before that deadline, you will not be eligible for financial assistance.

Name _____

Employer/Firm Name: _____

Address: _____ City, State & Zip _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

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

Case Number(s): _____

District(s): _____ Circuit(s): _____

Please check the type of financial assistance you are seeking and indicate the number of hotel nights needed:

Airfare and Lodging

Airfare only

Lodging only

Number of hotel nights needed: _____

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

I have attached an explanation of my request for financial assistance. (optional)

FINANCIAL ASSISTANCE APPLICATION DUE DATE:

A complete application is due no later than close of business on **Monday, September 17, 2012**. **Late or incomplete applications will not be considered. Please email a completed application by clicking on the SUBMIT button at the end of the application and sending the email that will appear on your screen.** If an email does not appear on your screen, then save this document and send it as an attachment to an email addressed to: chattin@dcrc.net and bob_burke@ao.uscourts.gov. (To do so: (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. SmithJ]; (5) Click on Save; (6) Once the pdf document is saved, exit Adobe, open your email and attach the saved document to an email). **Award decisions will be made within 10 working days of the closing date for the receipt of applications. Applicants will be notified of the results shortly thereafter.**

POST-AWARD INFORMATION AND REQUIRED ACTIONS

If you are awarded financial assistance, you will receive a travel authorization 4-6 weeks prior to the seminar for which you are receiving assistance. **It is imperative that you read the authorization carefully to insure 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 meals and incidentals (i.e. internet, transportation to/from airport and hotel, parking, etc.).

If you are unable to attend the program, to avoid being charged a no-show fee, you must contact the hotel to cancel your reservation within the time frame established by the hotel's cancellation policy. Please also notify Chastain Smith at ODS. She can be reached by email at chastain_smith@ao.uscourts.gov. **Failure to notify ODS 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 National Travel. **You are required to purchase the most cost effective round trip ticket at least two weeks in advance of the seminar. If you do so, fares will be charged to the "Defender Services" account. If you purchase your tickets after the two-week cutoff, you must pay for the ticket yourself and file for reimbursement, and you will be reimbursed no more than \$500 or the government fare, whichever is less.** 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. 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.

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