



HONORABLE ROSLYNN R. MAUSKOPF
Director

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

LEE ANN BENNETT
Deputy Director

WASHINGTON, D.C. 20544

PAMELA B. HAMRIN
Acting Chief
Defender Services Office

March 30, 2023

Dear Panel Attorney District Representatives:

This month, as we celebrated the 60th anniversary of *Gideon v. Wainwright*, Director Roslynn R. Mauskopf announced that Elizabeth Brown Luck will be the new Chief of the Defender Services Office. For more information about Elizabeth, see the attached announcement from the Director.

Below are updates from DSO:

New to the Defender Community

• **Please welcome these new Federal Defenders:**

Scott Alan Graham, Interim Federal Defender (OK-E)
Lisa Evans Lewis, Executive Director (PA-E)
Hector “Tito” Ramos Vega, Interim Federal Defender (PR)

Updates from the Legal and Policy Division (Windy Venable, Chief)

- **Marijuana Pardons & Pardon Certificates:** As you may have heard, on [October 6, 2022](#), the President announced a [full and unconditional pardon](#) for prior federal and D.C. offenses of simple possession of marijuana under 21 U.S.C. § 844 or D.C. Code § 48–904.01(d)(1). The Office of the Pardon Attorney has launched an online application form for those eligible for a pardon certificate: [Presidential Proclamation on Marijuana Possession \(justice.gov\)](#). The accompanying press release is here: [Justice Department Announces Application Form for Marijuana Pardon Certificates | OPA | Department of Justice](#). Please share this information widely, so that as many eligible persons as possible can have access to this information.

Consistent with the proclamation, to be eligible for a certificate, an applicant must:

- have been charged or convicted of simple possession of marijuana in either a federal court or D.C. Superior Court.

- have been lawfully within the United States at the time of the offense.
- have been a U.S. citizen or lawful permanent resident on October 6, 2022.

Before an applicant uses the webform, it would be helpful to collect the materials needed to complete the application, including:

- Personal information, including name, date of birth, and place of birth.
- Contact information: email address is strongly preferred, but an applicant can also include a mailing address and/or phone number. If the applicant does not have their own email, mailing address or phone number, they can include the contact information of a person who is helping them complete the application.
- Information regarding the applicant's citizenship or immigration status, including alien registration or citizenship number of a person who is a lawful permanent resident or naturalized citizen and the date those statuses were attained.
- Court documents that include the district of conviction, code section of the conviction, date of conviction, and docket number, if convicted; or
- Court documents that include the code section of the charge, district where charged, and docket number, if charged but not convicted.

The Office of the Pardon Attorney has indicated that it is committed to carefully and expeditiously reviewing the applications and issuing certificates to those pardoned under the proclamation. For more information regarding eligibility and answers to frequently asked questions, please visit

[Presidential Proclamation on Marijuana Possession \(justice.gov\)](https://www.justice.gov/pardon/proclamation).

- **DEI Workbook:** Diversifying our CJA community is critical to maintaining quality representation and building public trust and confidence in the criminal legal system. Initiatives geared toward improving diversity, equity, and inclusion (DEI) in representation take time and commitment to plan and implement and must incorporate the various factors unique to each district. To provide support in these efforts, the attached workbook was developed with guidance from current and prior DSAG members. It offers suggestions on how to build or enhance DEI strategies, while recognizing that districts are at different stages in their DEI efforts, and that no one approach can be applied to all districts. We hope you find this workbook useful. This workbook was presented at the National Federal Defender Conference and the National Conference of Panel Attorney District Representatives in February and was included in the conference materials for both. If you or your CJA committee would like assistance in implementing the workbook or brainstorming ideas, please contact DSO's Legal and Policy Division at 202-502-3030.

Updates from the Training Division (Frank Draper, Chief)

- **FD.Org:** If you have difficulties logging in to [FD.org](https://fd.org), please email FDOrg_Help@ao.uscourts.gov. If you would like to edit, update or remove a vacancy announcement, please email FDOrgJobPosting@ao.uscourts.gov.
- **Future Offerings from the Training Division:** Please visit [FD.org](https://fd.org) to register for upcoming training events.

Sincerely,

Pamela B. Hamrin

Pamela B. Hamrin
Acting Chief

Attachments:

Appointment of Defender Services Office Chief
DEI Workbook



ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

HONORABLE ROSLYNN R. MAUSKOPF
Director

WASHINGTON, D.C. 20544

March 10, 2023

MEMORANDUM

To: All Administrative Office Employees

From: Judge Roslynn R. Mauskopf *Roslynn R. Mauskopf*

RE: APPOINTMENT OF DEFENDER SERVICES OFFICE CHIEF (**INFORMATION**)

I am pleased to announce the selection of Elizabeth Brown Luck as Chief of the Defender Services Office at the Administrative Office (AO). Elizabeth will succeed Cait Clarke, who retired from the AO in December. Elizabeth will join the AO on April 10, 2023.

Elizabeth has more than 30 years of service to the Defender Services program and brings to her new role a wealth of legal, management, and leadership experience in both the defender community and at the AO. In her 13 years at the AO, Elizabeth served in a number of progressively responsible positions supporting the administration of the Criminal Justice Act, including as staff attorney, budget chief, and as an integral member of the Defender Services Office management team focused on critical policy analysis and program oversight. Elizabeth spent 11 years managing the operations of the Federal Public Defender's Office in the Eastern District of North Carolina. And since 2017, Elizabeth has been a Senior Attorney and Resource Counsel to the Federal Capital Habeas Project, assisting defense counsel, clients, and courts with federal death penalty cases filed pursuant to 28 U.S.C. § 2255. Elizabeth earned her J.D. from the University of North Carolina School of Law, and her undergraduate degree in Government and Politics from the University of Maryland.

Elizabeth's long and distinguished career underscores her strong commitment to supporting the Defender Services program and helping to ensure the rights protected by the Sixth Amendment. It is with that same commitment that she steps into her new role as Chief of the Defender Services Office. Please join me in congratulating Elizabeth on her selection.