



**CONVICTION REVIEW UNIT  
APPLICATION FOR THE  
INDEPENDENT REVIEW PANEL**

**MICHAEL J. SATZ  
STATE ATTORNEY**

Complete this form to apply for a vacancy on the Independent Review Panel for the Conviction Review Unit of the Broward State Attorney's Office. This form and supporting documents may be mailed to:

Office of the State Attorney  
17th Judicial Circuit  
Attn: Conviction Review Unit  
201 SE 6th St., Suite 07130  
Fort Lauderdale, FL 33301-3360

**The Conviction Review Unit of the Broward State Attorney's Office is looking to select members for our Independent Review Panel**

1. The Conviction Review Unit (CRU) is looking for esteemed members of our community to sit on rotating panels of five to review cases presented for actual claims of innocence.
2. The Independent Review Panel (IRP) will represent a diverse mix of citizens from Broward County.
3. We are selecting IRP members who have extensive experience as criminal defense attorneys, former prosecutors, former law enforcement, and community leaders with some criminal law knowledge.
4. All applicants must reside in Broward County.
5. The IRP will be comprised of members who are willing to perform their duties pro bono for the benefit of our community.
6. IRP members will be screened for potential conflicts of interest.
7. IRP members are selected and serve at the pleasure of the State Attorney.
8. The IRP is empaneled as a fact-finding body whose role is to make recommendations to the CRU and the State Attorney.
9. IRP members will convene at the CRU attorney's request. If an exoneration or any other corrective action is requested, there must be a majority vote of that five-person IRP.
10. The State Attorney will have the ultimate decision-making authority regarding what actions are appropriate in each case.
11. IRP members hold a position of public trust and may be privy to sensitive materials that may or may not be subject to public records. They must make diligent efforts to keep confidential records private and respect victims' rights under the Florida Constitution.

**Important:** To facilitate the effective review process of claims, the CRU attorney will convene a meeting of the IRP once a case is ripe for review. The IRP will be provided a report generated by the CRU which sets forth the learnings from the CRU's investigation. The IRP may solicit additional information or investigation from the CRU and may meet as a body to discuss the case, and otherwise act as necessary for the IRP to evaluate the investigation and provide information to the State Attorney deemed relevant and necessary for his/her decision making. The IRP is tasked with evaluating the investigation conducted by the CRU to determine if the evidence and information provided supports a claim of actual innocence. The IRP ensures that the State Attorney has the information that he/she needs to make the ultimate decision with regard to resolution of the CRU investigation. Following the IRP's review of the case, a memorandum will be provided to the State Attorney setting forth the IRP's analysis as to a recommendation and any additional information the IRP considers relevant to the State Attorney's ultimate decision.

**Initial each statement below to indicate your understanding and agreement:**

I am willing and able to serve on the IRP and abide by all rules and laws as set forth in the Florida Constitution and the Constitution of the United States.

I understand that this is a pro bono position and I serve at the pleasure of the State Attorney.

I understand this is an extrajudicial process and that as a member of the IRP I have no independent decision-making authority. I am able to make recommendations to the State Attorney, who retains the ultimate authority regarding what action, if any, is appropriate in each case.

I will make all efforts necessary to keep confidential and sensitive records protected.

I reside in Broward County.

I will be compliant with Florida Statutes Chapter 119 and respect victims' rights under the Florida Constitution.

Please complete this application in its entirety. If you have supporting documents please indicate that you have such documents.

**INDEPENDENT REVIEW PANEL APPLICANT INFORMATION**

Date Completing Application:

Full Legal Name and Work Address:

Best email address to contact you:

Are you currently a licensed Attorney?      Yes                      No

If yes, which State(s) and Bar Number(s)?

Current occupation? If you are an attorney, what type of law do you currently practice?

What is your background? (check all that apply)

Former Prosecutor

Former Criminal Defense Attorney

Criminal Defense Attorney

Former Law Enforcement

Community Leader

How do you believe this qualifies you?

Other (please provide more detail below)

Additional space for your qualifications:

On average, how many hours a month can you volunteer for the IRP? (With the large rotation of members, we don't anticipate it being too time-consuming.)

Hours

Explain in detail why you want to sit on the IRP?

What is your past employment? (you can attach a resume)

What experience do you have with criminal law?

What experience do you have with criminal trials?

Do you have any specialized knowledge? Anything that you think might be helpful? (expertise in litigating DNA cases, fingerprints, blood spatter, etc.)

Finally, please provide 3 professional references:

Date:

\_\_\_\_\_  
Signature of Applicant

Type/Print Name:

Submitting the form via U.S. Mail:

You can save and print this application and mail directly to the CRU along with other documents to the following address:

Office of the State Attorney  
17th Judicial Circuit  
Attn: Conviction Review Unit  
201 SE 6th St., Suite 07130  
Fort Lauderdale, FL 33301-3360

Submitting the form via email:

You can save this form and submit it directly to the office by clicking the button below. Please send any other supporting documents to [convictionreview@sao17.state.fl.us](mailto:convictionreview@sao17.state.fl.us) with the subject line: IRP Application

***Please note that your application may be subject to Florida's Public Records Laws. Also, please be advised that under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not submit this form via email. Instead, download and print this form and mail it to the address above.***