

MEMO

From: Robert J. Church, Director, Utah Prosecution Council
 To: John R. Justice Student Loan Repayment Program Applicant
 Re: Important Information Requiring Your Attention

Before you begin the process of completing this year's John R. Justice application, I want to make you aware of two policies the grant review committee have previously voted upon and adopted. This may affect your decision to apply.

1. The committee will not review applications of attorneys who have graduated from law school twenty (20) or more years from the date of application.
2. For the years 2023 - 2027, applicants with either an annual salary or an adjusted gross income over \$105,000 will not have their applications reviewed. In year 2027, the committee will review whether to raise that amount for application year 2028 and beyond.

In years past, the amount of the award that Utah received has been low which as resulted in some applicants receiving nominal amounts. This year, Utah has received a substantially higher amount of award. Also, there is no longer the requirement that the award first be divided in half, with half being divided among prosecutor applicants and the other half being divided between public defender applicants. Award "priority consideration is given to those with "the least ability to repay" their loans."

Please note the following regarding the application process:

1. Failure to include proof of student loan payment will result in your application being rejected and returned to you to be completed and resubmitted.
2. Digital, e-mailed copies.
 - a. You will be required to e-mail a copy of the complete application and a copy of the service agreement.
 - b. In the past, applicants were instructed to send two separate e-mails, one with the application attached and one with the service agreement attached. In the future, a *single* e-mail is sufficient provided *both* documents are attached.
 - c. When creating a digital copy of the application, include all attachments, *including* the service agreement. This is a *modification* from previous years.
 - d. Then, create a separate, digital copy of the service agreement. DOJ requires all service agreements be submitted as part of the grant approval process.
3. Hard copies must be mailed and postmarked by the application deadline. It is suggested you get proof of mailing and/or a tracking number. In that past, a couple original copies never arrived.

If you have any questions, please contact Bob Church at 801.921.3274 or at rjchurch@agutah.gov.

**JOHN R. JUSTICE PROSECUTORS AND DEFENDERS
INCENTIVE ACT OF 2008 (JRJ)**

2023-24 UTAH APPLICATION: 23-GG-04144-JRJX

CHECKLIST

ATTACH TO FRONT OF APPLICATION

Applicant's Name: _____ Date: _____

Prosecutor or Public/Federal Defender: _____

Office Name: _____

- I acknowledge that if I graduated from law school twenty (20) years or more from the date of this application, the review committee will NOT review my application.
- I acknowledge that if my salary or adjusted gross income exceeds \$105,000, the review committee will NOT review my application.
- Completed checklist attached to front of application.
- Completed and signed proof of employment form.
- Proof of student loan(s) - copy of current loan balance statement. Failure to include a copy will result in the application being rejected and returned to the applicant.
- Completed and signed appropriate Service Agreement (i.e. 1st, 2nd or 3rd or Continuing award agreement).
 - This is my first application.*
 - This is my second application.*
 - This is my third application.*
 - This is a continuing application, having applied at least three prior times.
- Completed W-9 from lender(s) or 1098-E showing lender(s) EIN or TIN.
- E-mailed (***single e-mail*** is sufficient but with two attachments):
 - pdf copy of application (including checklist and file named in the following format) to: rjchurch@agutah.gov
 - LAST NAME First Name 23-GG-04144-JRJX** (i.e. **DOE John 23-GG-04144-JRJX**)
 - pdf copy of Service Agreement to rjchurch@agutah.gov, file named in the following format.
 - LAST NAME First Name 23-GG-04144-JRJX Service Agreement** (i.e. **DOE John 23-GG-04144-JRJX Service Agreement**)

- I acknowledge that if I do not name the two pdf files referenced above in the manner directed they will be returned to me to be renamed and resent to the JRJ Administrator.
- Completed BJA Questionnaire.
- Original copy of application* **mailed and post marked by Monday, April 29, 2024** or *hand-delivered to:*
Robert Church
JRJ Loan Administrator
5272 College Dr., Suite 200
Murray, UT 84123

BUREAU OF JUSTICE ASSISTANCE (BJA) QUESTIONNAIRE Grant Special Condition

As part of its reporting requirements, Utah must provide certain information to BJA. Thank you for responding to the following questions so that we may comply with the special conditions of the JRJ grant.

Applicant's Name: _____ Date: _____

Prosecutor or Public/Federal Defender: _____

Office Name: _____

1. How many JRJ eligible attorneys are in your office?

- 1-10 11-25 26-75 76-100 101-150 151+

2. Did you apply for your JRJ eligible position knowing you could apply for and might receive an award under the JRJ program?

- Yes No

3. Have you remained employed in your JRJ eligible position due to the possibility of receiving an award under the JRJ program?

- Yes No

4. How did you first hear about the JRJ program?

- Law School Internet Financial Counselor/Adviser

- e-mail Office Associates

- UPC Webpage UPC Listserve

- Other _____

**JOHN R. JUSTICE PROSECUTORS AND DEFENDERS
INCENTIVE ACT OF 2008 (JRJ)**

2023-24 UTAH APPLICATION: 23-GG-04144-JRJX

The completed and signed JRJ benefits application form, the signed service agreement and all other supporting documents, must be **e-mailed** to the Utah Prosecution Council no later than

11:59 P.M. ON MONDAY, APRIL 29, 2024

AND

the original, signed application and service agreement must be postmarked and mailed by

MONDAY, APRIL 29, 2024

**APPLICATIONS RECEIVED AFTER THAT DATE AND TIME
WILL NOT BE CONSIDERED.**

TYPE YOUR ANSWERS. HANDWRITTEN APPLICATIONS WILL NOT BE CONSIDERED.

This application can be accessed at the JRJ website: <http://www.upc.utah.gov/jrj/index.html> in fillable PDF format. The application can be completed on line and then printed for signing and mailing. An original, signed application must be submitted in addition to submitting an electronic copy.

Section A – Certification

I understand that an application packet will not be considered complete unless the following documents are submitted:

- **Checklist:** Complete checklist, attaching it to front of application packet, ensuring that all requirements have been met.
- **Application:** Complete and sign the *2023-24 Utah Application* form.
- **Proof of Employment:** Complete the top portion of the *Employment Verification* form and have your employer complete the lower portion of the form.
- **Proof of Student Loans:**
 - Submit a recent account statement for each student loan that contains all the pertinent loan information in Section B of the *Lender Verification* form; OR
 - Complete the top portion of the *Lender Verification* form for each loan, have your lender complete the lower portion of the form and submit a form for each loan.

- If you are in the process of consolidating or paying off the first listed loan, make note of that fact and who the new lender will be. Consolidation and/or payment affects who may receive the payment.
- **Failure to include proof of student loan will result in the application being rejected and returned to the applicant.**
- **Service Agreement:** Complete and sign the *John R. Justice Student Loan Repayment Program Service Agreement* that pertains to your status: New Application; Second Application; Third Application or Continuing Application (this is for those who are applying for a FOURTH (4th) or subsequent award).
- **Completed W9 from Lender, or Copy of 1098-E** that shows the lender’s Employer Identification Number (EIN) or Tax Identification Number (TIN).
- **E-mail to: rjchurch@agutah.gov:** (A single e-mail is sufficient so long as both pdf documents are attached.)
 - **pdf copy of your application, including all attachments AND service agreement.** When creating the file, name it in the following format: **LAST NAME First Name 23-GG-04144-JRJX** (i.e. **DOE John 23-GG-04144-JRJX**)
 - **pdf copy of Service Agreement.** DOJ has implemented a new requirement of submitting individual copies of your Service Agreement. Please make a separate pdf copy of your service agreement and e-mail it with the copy of your entire application as directed above. When creating the file, name it in the following format: **LAST NAME First Name 23-GG-04144-JRJX Service Agreement** (i.e. **DOE John 23-GG-04144-JRJX Service Agreement**)
 - **NOTE: e-mailed files that are not saved in the formats listed above will be returned to you to correct and resend. UPC staff does not have the time or resources to rename files.**

I understand that the completed application, with original signatures and all supporting documentation, must be received by UPC no later than 5:00 p.m. on Monday, APRIL 29, 2024.

Mailing Address
Robert Church JRJ Loan Administrator Utah Prosecution Council 5272 College Drive, Suite 200 Murray, UT 84123

Initial:

_____ I understand that I must submit the original copy of the application. Applications postmarked by the due date will be considered accepted.

_____ I understand that I must e-mail a pdf copy of the entire application.

_____ I understand that I must e-mail a separate pdf copy of the Service Agreement.

_____ I acknowledge that if I do not name the two pdf files referenced above in the manner directed they will be returned to me to be rename and resend to the JRJ Administrator.

_____ I agree that if after I submit this application I begin the consolidation process or pay off the first listed loan included in this application, I will immediately notify the JRJ Loan Administrator.

_____ I agree that if I leave eligible employment during the term of my service agreement, I will immediately notify the JRJ Loan Administrator.

_____ I understand that if I voluntarily leave my position as an eligible beneficiary, or in the event I am involuntarily separated for misconduct or unacceptable performance before completing the agreed upon period of service, I will be indebted to the Federal government and must reimburse the Department of Justice for the full amount of any student loan repayments made on my behalf under this program. I further acknowledge that a sum equal to the amount that I am required to repay shall be recoverable by the Federal government from me (or my estate, if applicable) by such methods as are provided by law for the recovery of amounts owed to the Federal government.

All the information I have provided in this application is true and complete to the best of my knowledge. If requested by the Utah JRJ Program, I will provide proof of the information I have given on this application.

Signature of Applicant

Date

Section B - Applicant Information

First Name: _____ MI: _____ Last Name: _____

SS#: ____ / ____ / ____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone: Work _____ Home _____ Cell: _____

E-mail: Work _____ Other _____

Employment

Employer: _____

Name and Title of Supervisor: _____

Employer work address: _____

City: _____ State: _____ Zip Code: _____

Date of Hire: _____

Are you employed full-time (not less than 75 percent of a 40 hour work week)? Yes ___ No ___

List other public defender or prosecution office(s) at which you have been employed as a lawyer.

Employer: _____
 Name and Title of Supervisor: _____
 Employer work address: _____
 City: _____ State: _____ Zip Code: _____
 Date of Hire: _____ Date of Leaving: _____
 Reason for leaving: _____
 Were you employed full-time (not less than 75 percent of a 40 hour work week)? Yes__ No__

Employer: _____
 Name and Title of Supervisor: _____
 Employer work address: _____
 City: _____ State: _____ Zip Code: _____
 Date of Hire: _____ Date of Leaving: _____
 Reason for leaving: _____
 Were you employed full-time (not less than 75 percent of a 40 hour work week)? Yes__ No__

Employer: _____
 Name and Title of Supervisor: _____
 Employer work address: _____
 City: _____ State: _____ Zip Code: _____
 Date of Hire: _____ Date of Leaving: _____
 Reason for leaving: _____
 Were you employed full-time (not less than 75 percent of a 40 hour work week)? Yes__ No__

Financial , Professional and Education Information:

Adjusted Gross Income (AGI) from most recently filed IRS Form 1040: \$ _____
 The above AGI figure represents a full year’s income at my current employer: **OR**
 Because I only recently graduated from law school, the above AGI figure does not represent a full year’s income at my current employer.

Number of dependants claimed on most recently filed IRS Form 1040: _____

Total number of household members during 2023-24? _____

(For example: If you are married, have one child and are expecting another child to be born during calendar year 2024, the total household members would be 4. Household members for whom you will provide less than 50% of their financial support during 2024 should not be included in the total.)

Licensure

Are you licensed to practice law? Yes ____ No ____

State(s) and Bar Number(s): _____

Degree

Law degree from: School _____
City & State _____

Law school graduation month and year: _____

Section C - Educational Debt

List all student loans and totals below, both JRJ eligible and non-JRJ eligible.

VERIFICATION OF THE CURRENT STATUS OF EACH LOAN MUST BE ATTACHED.

(1) JRJ eligible student loans

(The following loans are eligible for repayment with JRJ funds:

- Federal Family Education Loan Program: Loans made, insured, or guaranteed under part B of subchapter IV of chapter 28 of Title 20, (these include Federal Stafford loans (both subsidized and unsubsidized), originated by banks and private lenders in the FFEL program);
- William D. Ford Federal Direct Loan and Federal Perkins Loans: Loans made under part C or D of subchapter IV of chapter 28 of Title 20. (These include Federal Stafford loans (both subsidized and unsubsidized) and Federal Perkins Loans originated by Federal Direct Loans (the US Government));
- Federal consolidation loans and Federal Direct Consolidation loans: Loans made under section 1078-3 or 1087e(g) of Title 20, (these are Federal Consolidation Loans (usually made up of Stafford Loans, GradPlus Loans, and Perkins loans) originated by either FFEL lenders or Federal Direct Lenders).)

The first listed loan will be the one to which your JRJ benefits will be paid. Verify with your lender that the address you list is the address where the check should be sent. Occasionally lenders want a check sent to a different address than listed on your loan documents or W9/1098-E. **UPC cannot be held responsible for any fees or other penalties for sending your check to the address listed on the W9/1098-E when in fact it is not the address the lender prefers.**

Lender/Service: _____
 Lender TIN # (obtain from W9): _____ Loan Acct #: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Original balance: \$ _____ Current Outstanding balance: \$ _____
 Monthly Payment: \$ _____ Used to finance law school? Yes ___ No ___
 Consolidated with student loan(s) originally made to your spouse? Yes ___ No ___
 If yes, provide the original balance of each loan: \$ _____ Applicant \$ _____ Spouse
AND, the balance of each loan at consolidation: \$ _____ Applicant \$ _____ Spouse

Notes: _____

Lender/Service: _____
 Lender TIN # (obtain from W9): _____ Loan Acct #: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Original balance: \$ _____ Current Outstanding balance: \$ _____
 Monthly Payment: \$ _____ Used to finance law school? Yes ___ No ___
 Consolidated with student loan(s) originally made to your spouse? Yes ___ No ___
 If yes, provide the original balance of each loan: \$ _____ Applicant \$ _____ Spouse
AND, the balance of each loan at consolidation: \$ _____ Applicant \$ _____ Spouse

Notes: _____

Lender/Service: _____
 Lender TIN # (obtain from W9): _____ Loan Acct #: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Original balance: \$ _____ Current Outstanding balance: \$ _____
 Monthly Payment: \$ _____ Used to finance law school? Yes ___ No ___
 Consolidated with student loan(s) originally made to your spouse? Yes ___ No ___
 If yes, provide the original balance of each loan: \$ _____ Applicant \$ _____ Spouse
AND, the balance of each loan at consolidation: \$ _____ Applicant \$ _____ Spouse

Notes: _____

Lender/Service: _____
 Lender TIN # (obtain from W9): _____ Loan Acct #: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Original balance: \$ _____ Current Outstanding balance: \$ _____
 Monthly Payment: \$ _____ Used to finance law school? Yes ___ No ___
 Consolidated with student loan(s) originally made to your spouse? Yes ___ No ___
 If yes, provide the original balance of each loan: \$ _____ Applicant \$ _____ Spouse
AND, the balance of each loan at consolidation: \$ _____ Applicant \$ _____ Spouse

Notes: _____

(2) Non-JRJ eligible student loans

(The following loans are not eligible for repayment with JRJ funds:

- (1) A loan made to the parents of a dependent student under section 428B of the Higher Education Act of 1965 (20 U.S.C. 1078-2).
- (2) A Federal Direct PLUS Loan made to the parents of a dependent student.
- (3) A loan made under section 428C or 455(g) of the higher Education Act of 1965 (20 U.S.C. 1078-3 (Federal consolidation loans) and 1087e(g) (Federal Direct Consolidation loans) to the extent that such loan was used to repay a loan described in clause (1) or (2).
- (4) Any other educational loan: private loans, loans from your school, non-federally guaranteed loans from financial institutions, bar study loans, etc.)

Lender/Service: _____ Account #: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Original balance: \$ _____ Current Outstanding balance: \$ _____
 Monthly Payment: \$ _____ Used to finance law school? Yes ___ No ___

Lender/Service: _____ Account #: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Original balance: \$ _____ Current Outstanding balance: \$ _____
 Monthly Payment: \$ _____ Used to finance law school? Yes ___ No ___

Lender/Service: _____ Account #: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Original balance: \$ _____ Current Outstanding balance: \$ _____
 Monthly Payment: \$ _____ Used to finance law school? Yes ___ No ___

Lender/Servicer: _____ Account #: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Original balance: \$ _____ Current Outstanding balance: \$ _____
 Monthly Payment: \$ _____ Used to finance law school? Yes ___ No ___

LOAN TOTALS

If your loans are consolidated, or if you have multiple loans in any category, you may report a single total for all loans in any individual category. If any grace periods are in effect, note when payment will begin on those loans.

Federal Loan Type	Total Balance Currently Owed	Monthly Payment	If a grace period is in effect, note the payment starting date
Federal Family Education Loan Program	\$ _____	\$ _____	_____
William D. Ford Federal Direct Loans and Federal Perkins Loans	\$ _____	\$ _____	_____
Federal Consolidation Loans and Federal Direct Consolidation Loans	\$ _____	\$ _____	_____
TOTALS	\$ _____	\$ _____	

Total monthly payment on non-JRJ eligible education loan(s): \$ _____

Total monthly spousal education loan payment(s): \$ _____

- Check here if you are participating in Income Based Repayment of any of the loans listed above.
 - Check here if you are eligible to receive loan payment assistance from another source.
 - Check here if you are in default on payment of any federal loans.
- If any of the above, attach an explanation and amount of other loan repayment assistance, if any.

Section D - Employment Verification

Release (to be completed by applicant)

Last Name: _____ First Name: _____ MI: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

I authorize my employer to provide the employment information requested by Utah Prosecution Council in relation to its processing of my application for benefits under the Utah JRJ program.

 Applicant's Signature

 Date

Employment (to be completed by employer)

The above named employee has applied for benefits from the Utah JRJ Program. Please complete the following section and return this form to the applicant.

Job Title of Employee: _____

Date of Hire: _____

Is the applicant employed full-time (not less than 75 percent of a 40 hour work week)?

Yes _____ No _____

Name of Organization: _____

Office Location of Employee: _____

Current Annual Salary of Employee: \$ _____

I certify that the information provided above is true and complete to the best of my knowledge and that the applicant is a full time prosecutor or public defender as defined in the JRJ Act. (See the definitions of eligible prosecutors and public defenders on the next page.)

Signature of Authorized Official

Date

Printed name: _____

Title: _____

Telephone number: _____ E-mail: _____

Definitions:

For eligibility under the JRJ program, prosecutors and public defenders are defined as follows:

PROSECUTOR: A full-time employee of a state or unit of local government (including tribal government) who is continually licensed to practice law and who prosecutes criminal or juvenile delinquency cases at the state or unit of local government level (including supervision, education, or training of other persons prosecuting such cases). 42 U.S.C. §3797cc-21(b)(1). Prosecutors who are employees of the federal government are not eligible.

PUBLIC DEFENDER: An attorney who is continually licensed to practice law and is:

- A full-time employee of a state or unit of local government (including tribal government) who provides legal representation to indigent persons in criminal or juvenile delinquency cases including supervision, education, or training of other persons providing such representation;
- A full-time employee of a nonprofit organization operating under a contract with a state or unit of local government who devotes substantially all of the employee's full-time

employment to providing legal representation to indigent persons in criminal or juvenile delinquency cases, including supervision, education, or training of other persons providing such representation; or

- A full time federal defender attorney in a defender organization pursuant to Subsection (g) of section 3006A of Title 18, United States Code, that provides legal representation to indigent persons in criminal or juvenile delinquency cases. 42 U.S.C. §3797cc-21(b)(2).

NOTE: Attorneys who are in private practice and are not a full-time employee of a non-profit organization, even if individually or part of a firm that is under contract with a state or court-appointed to provide public defense services, do not qualify as “public defenders” and therefore are not considered to be eligible as beneficiaries under the JRJ program.

Section E - Loan Verification

The applicant must submit the most recent account statement for each eligible educational loan that contains the information listed below. If the account statement does not contain all the required information, the applicant should type it onto the account statement or an attached sheet.

Required Loan Information

- Name of Lender
- Mailing Address of Lender (this address will be used to mail any JRJ assistance payment)
- Tax Identification Number (obtain from W9, or 1098-E)
- Loan Account Number
- Type of Loan (Federal Direct, Federal Family, etc.)
- Monthly Payment
- Outstanding Balance
- Type of Repayment Plan
- Loan Status (current, deferral, delinquent (number of days), etc.)

Complete the release below to give permission to Utah Prosecution Council, in conjunction with its administration of the Utah JRJ program, to obtain additional information from the lender(s), if needed. Make copies of the form if needed for multiple lenders.

Release (to be completed by applicant)

Last Name: _____ First Name: _____ MI: _____

Account Number: _____ Date of Birth: ____ / ____ / ____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

I authorize my lender, _____, to provide loan information requested by Utah Prosecution Council in conjunction with its processing of my application for benefits under the John R Justice Student Loan Repayment Assistance program.

Applicant's Signature

Date

This project was supported by Grant No. 23-GG-04144-JRJX awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.