



The LRCC Chair's (or Co-Chair's) Survival Guide

Staying on track as LRCC Chair or Co-Chair During 2017-2018

Working with the LRCC and the Office of the Circuit Executive

As chair or co-chair of the lawyer reps for your district, you will interact throughout the year with the LRCC whose membership includes all the chairs and/or co-chairs representing lawyer delegates from the Circuit's 15 districts. Staff from the Ninth Circuit's Office of the Circuit Executive [OCE] will work with you to facilitate the projects you will develop throughout the year. This guide is intended to make your job easier and provide you with information about:

1. LRCC administration, planning and important dates.
2. LRCC responsibilities with the Ninth Circuit Judicial Conference.
3. OCE staff who work with you and the lawyer representatives.

1. Administrative Responsibilities: Please remind your Chief District Judge about replacing "termed out" lawyer representatives.

- Replace "termed out" lawyer representatives by October 31.**
After the 2017 Ninth Circuit Judicial Conference, the Circuit will notify Chief District Judges that it is time to recruit for new lawyer representatives.
- Notify Elizabeth A. "Libby" Smith, Circuit Executive, about the new lawyer representatives. The Conference Unit will coordinate the addition of these new members to the Circuit's database, distribute lawyer representative orientation manuals and profile questionnaires to new members. **Please encourage the new lawyer reps to contact us as soon as possible to ensure that we have all their accurate contact information so they can be listed on the Circuit Conference data base and receive all circuit and conference-related materials.**
- Provide updates of changes, deletions and additions to your lawyer representative delegations. **The OCE has no way of knowing who new lawyer reps are unless you or the Chief District Judge notify us.** Lawyer Representatives

are not automatically entered into the database. They cannot be invited to the Circuit Conference if the OCE is not notified about their election.

2. **District Conferences: Plan and Organize with the Chief District Judge**

- Please provide the OCE with your district conference dates as soon as possible. The information is used to avoid conflicts and provided to the chief judge and other circuit administrators.
- Taking the improvement of communications between the bench and the bar as the key to the role of the lawyer representative, all districts have organized and conducted district conferences, modeled loosely after the annual circuit conference. These conferences, often held over a weekend in a retreat setting, include all of the judicial officers in a district and a broad cross-section of practitioners invited through a variety of means. District conferences are able to reach a far broader group of lawyers, educate them about the conference and its purposes, and obtain the benefit of their experience and ideas. These conferences also allow more time to focus on specific district concerns, and to air district grievances so remedial action can occur.
- Wonder what you should do for your conference? For ideas, consult the **2016 Lawyer Representatives District Reports** that you can find on the Conference website under the tab **Reports**. You can also find the reports on the Conference Crowd Compass app. A description of how to organize a Model District Conference also is attached. Check the Circuit's website for lawyer representatives: http://www.ca9.uscourts.gov/lawyer_reps

3. **Meetings You Need to Plan For as a Member of the LRCC**

LRCC Conference Call Meetings: You can expect to have **6-7** conference calls per year. They are usually held on Tuesdays after each Conference Executive Committee meeting, at 4:00 p.m. Pacific Time, and 5:00 p.m. Mountain Time. OCE staff hosts and arranges the calls, provides you with agendas and assists in coordination of programs. Meetings last less than one hour and business involves LRCC education programs, special projects, and towards mid-spring, planning for the 2018 Ninth Circuit Judicial Conference.

4. **Resolutions for the Circuit Conference: Subcommittee on Resolutions for the LRCC**

You are encouraged to provide time to discuss district-related rules, issues and other concerns at your district meetings. We encourage you to include time for development of prospective resolutions at your district conferences or quarterly delegation meetings. Begin your discussions early to encourage development of resolutions for the 2017 Ninth Circuit Judicial Conference. The

resolutions process is an important tool to influence change in the administration of justice throughout the Ninth Circuit.

5. **Lawyer Representatives Website: Check it out for news, updates and ideas about good speakers, programs and the variety of projects districts throughout the Circuit are implementing!** Go to the Lawyer Representatives' website located in the Ninth Circuit's Internet site under the "Lawyers" tab. Go to http://www.ca9.uscourts.gov/lawyer_reps

Who will work with you?

OCE Staff Liaison for the LRCC:

Renée Lorda, Asst. Circuit Executive, Conference and Education Unit

Phone : 415/355-8920 Fax: 415/355-8901 Email: rlorda@ce9.uscourts.gov

- Manages Ninth Circuit Judicial Conference, staff to the Conference Executive Committee, Ninth Circuit Education Committee and other judicial education committees.
- Staff to the LRCC and liaison to other circuit groups interested in bench/bar education programs.

Marcy Mills, Asst. Circuit Executive for Legal Affairs

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- Staff to Advisory Board and liaison with the LRCC to increase their knowledge of and input on pending matters of particular interest to lawyers that are before the Judicial Council, Conference of Chief District Judges, Conference of Chief Bankruptcy Judges, and Magistrate Judges Executive Board.
- Oversight of judicial misconduct program and monitoring of legislation.

Lauren Kilcullen, Conference and Meetings Coordinator

Phone: 415/355-8972 Fax: 415/355-8901 Email: lkilcullen@ce9.uscourts.gov

- On-site Conference planner for the Ninth Circuit Judicial Conference. Lauren is responsible for all meeting planning, accommodations, activities and other services related to the Conference and smaller meetings that involve the LRCC.
- Provides resource information and is the main contact for district dinners. If you have never planned a district dinner, Lauren will provide you with assistance to ensure that you have a successful dinner.
- Meeting planning services for 30+ annual meetings throughout the Ninth Circuit.

Reyanna Untalan, Conference and Education Assistant

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- Maintains LRCC and entire Lawyer Representatives' database.
- Posts materials to the Ninth Circuit Lawyer Representatives' web site, updates content and all lawyer representatives' orientation-related information.
- Primary contact for Ninth Circuit Judicial Conference registration.

The Staff of the Office of the Circuit Executive is here to help. Please do not hesitate to call if you have any questions or require additional assistance.

For regular updates, please go to the Lawyer Representatives' website that is found in the Ninth Circuit's Internet site under the "Lawyers" tab:

http://www.ca9.uscourts.gov/lawyer_reps

Duties of the District Delegation Chairperson

- Attend the annual circuit conference and participate actively.
- Plan and chair local lawyer representatives meetings and district conferences (the Judicial Council order requires two or more such meetings each year).
- Work with the chief judge to plan joint meetings of the lawyers and judges of the local delegation (two or more required each year).
- Nominate to the local bar new lawyer representatives to be selected by the judges; or assist the local bar as requested.
- Inform the circuit executive when new lawyer representatives are chosen and when local delegation meeting dates and district conference dates are set.
- Find ways to improve the dialogue between lawyers and judges locally and to make substantive improvements in the judicial system.
- Educate members of the bar generally about the activities of the conference and solicit their opinions.
- Respond on request to the chair of Lawyer Representatives Coordinating Committee as issues arise: suggest ideas for the LRCC chair or chair-elect to take to the executive committee.
- Participate in all LRCC telephone conference calls and all LRCC in-person meetings (with the judges of the court of appeals, chief district judges, chief bankruptcy judges and other meetings as required) or arrange for a substitute if unable to attend.
- Develop resolutions for the conference.
- Prepare the annual district report on bench/bar activities, with the chief judge, for submission to the Circuit Executive's Office at least 30 days before the beginning of the conference.
- Organize the district delegation dinner for the conference with the chief judge.
- Ensure the attendance of a full complement of lawyer representatives at the next conference.
- Recommend, propose nominations, and advise as requested on appointment to circuit committees.
- Coordinate the election of the next chair in the district.