

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.