

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

Staying on Track as Your District's LRCC Chair (or Co-Chair)

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 with other representatives from the circuit's 15 districts and staff from the Ninth Circuit's Office of the Circuit Executive [OCE]. 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 the LRCC and lawyer representatives.

1. **LRCC Administration: Communicate with your Chief District Judge about replacing "termed out" lawyer representatives.**

- Replace "termed out" lawyer representatives by October 31, 2009.**
Within **90 days** after the end of the 2009 Ninth Circuit Judicial Conference, assist or coordinate the selection of new lawyer representatives with your chief district judge. This year's date is **October 31, 2009**.
- Chief District Judges will receive letters reminding them to finalize the selections so that each district can have a full complement of lawyer representatives.
- Notify Renée Lorda, asst. circuit executive, with information about the new lawyer representatives and Phyllis Riddell, conference assistant, will take on the coordination tasks to provide new lawyer reps with their lawyer rep profiles and orientation manuals. **Please encourage the new lawyer reps to contact us as soon as possible to ensure that we have all the accurate information that is the basis of our conference-related materials.**

The LRCC chair from each district is responsible for supplying the OCE with periodic updates of changes, deletions and additions to their lawyer representative delegations. **The OCE has no way of knowing who new lawyer reps are unless you or your chief judge** notify us. Lawyer Representatives are automatically entered into our database. There is no way they can receive invitations to the circuit conference if the OCE is not provided information 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.
- Wonder what you should do for your conference? For ideas, consult the 2009 Lawyer Representatives District Reports provided to you in your circuit conference materials.
- Read the attached description of a Model District Conference.

3. Meetings You Need to Plan For as an LRCC Member

- LRCC meetings:** All meetings are conducted by **conference call**. You can expect to have **six to seven** conference calls per year. They are usually held the Tuesday 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. They last less than one hour and business involves LRCC education programs, special projects, and toward late spring, planning for the circuit conference.
- Friday, October 2: Brainstorming Session and Meeting with the Conference Executive Committee in San Francisco:** The LRCC is invited to participate in the first meeting of the Conference Executive Committee in San Francisco at the James R. Browning U.S. Court of Appeals. This meeting launches the planning process for the 2010 Ninth Circuit Judicial Conference. Both committees work together to provide input on conference topics, speakers, the resolution and other issues. Everyone will be invited to a group dinner on **October 1**. Details will be announced in August.

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

After this year's Breakfast with the Bench program, you will be 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 2010 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 and updates! http://www.ce9.uscourts.gov/lawyer_reps

Who will work with you?

OCE Staff Liaison for the LRCC:

Renée Lorda, Asst. Circuit Executive, Judicial 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

- Staff to Advisory Board, ADR Committee 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.

Phyllis Riddell, Meetings and Education Assistant

Phone: 415/355-8972 Fax: 415/355-8901

Email: priddell@ce9.uscourts.gov

- Maintains LRCC and entire Lawyer Representatives' database.
- Provides resource information and is main contact for district dinners.
- Responsible for a variety of circuit conference administration.
- Meeting planning services for 40+ OCE meetings throughout the Ninth Circuit.

Aziza Bledsoe, Conference and Education Assistant

Phone: 415/355-8977 Fax: 415/355-8901

Email: abledsoe@ce9.uscourts.gov

- Responsible for registration, administrative, and production coordination of conference materials for the judicial conference and other education programs.
- Administrative assistant for Conference and Education Unit.

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.