



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

Staying On-Track during Your Term as
LRCC Chair or Co-Chair for 2015-2016

Working with the Lawyer Representatives Coordinating Committee [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 which includes all the chairs and/or co-chairs of lawyer representatives' delegations 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 as facilitators and to assist you with the projects you undertake.

1. LRCC Administration: Communicate with your Chief District Judge concerning the replacement of "termed out" lawyer representatives.

- Replace "termed out" lawyer representatives by October 31. After the 2015 Ninth Circuit Judicial Conference, the Circuit will notify Chief District Judges that it is time to recruit for new lawyer representatives.
- 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 Cathy A. Catterson, Circuit and Court Executive, with information about the new lawyer representatives. Tiffany Silva, Conference Assistant, will coordinate the distribution of 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 information so they can be listed on the 2016 Ninth Circuit Conference data base and receive all circuit and 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 the Chief District Judge notify us.** Lawyer Representatives are not automatically entered into our 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 and the District's Lawyer Representatives

- Please provide the OCE with your district conference dates as soon as possible. The information is used to avoid conflicts and assist the chief judge and other circuit administrators throughout the Ninth Circuit.
- Wonder what you should do for your conference? For ideas, consult the **2015 Lawyer Representatives District Reports** provided to you in your circuit conference materials. A description of how to organize a Model District Conference also is attached.
- Check the Circuit's website for lawyer representatives:
http://www.ce9.uscourts.gov/lawyer_reps
The website will be updated after the Ninth Circuit Judicial Conference.

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

- LRCC Conference Call Meetings:** You can expect to have **6 or 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 do not exceed one hour and business involves LRCC education programs, special projects, and towards mid-spring, planning for the 2015 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 conferences. 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 2016 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!** It will be updated after the Conference. 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
 Phone: 415/355-8980 Fax: 415/355-8901
 Email: mmills@ce9.uscourts.gov

- Staff to the Ninth Circuit 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 Ninth Circuit 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, Conference and Meetings Coordinator
 Phone: 415/355-8972 Fax: 415/355-8901
 Email: priddell@ce9.uscourts.gov

- On-site Conference planner for the Ninth Circuit Judicial Conference. Phyllis 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've never planned a district dinner, Phyllis will provide you with step-by-step directions to ensure you have a successful dinner.
- Meeting planning services for 30+ OCE meetings throughout the Ninth Circuit.

Tiffany Silva, Conference and Education Assistant

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

Email: tsilva@ce9.uscourts.gov

- Administrative assistant for Conference and Education Unit.
- Manages the Conference registration process, coordinates production and on-site operations.
- Posts materials to the Ninth Circuit Lawyer Representatives' web site, updates content and all orientation-related information.
- Maintains LRCC and entire Lawyer Representatives' database.

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

For regular updates, please go to the Lawyer Representatives' website:

http://www.ce9.uscourts.gov/lawyer_reps