

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE DISTRICT OF IDAHO**



**LAWYER REPRESENTATIVE ROLE/RESPONSIBILITIES**

- A. Purpose of Lawyer Representative Position** - The lawyer representative position assists the District and Bankruptcy Courts to improve the administration of justice and work on the themes of the annual Ninth Circuit Judicial Conference. A lawyer representative must be admitted to practice before the District and Bankruptcy Courts of this district and be actively involved in federal practice. The representatives must be willing to attend committee meetings and the annual Ninth Circuit Judicial Conference. Generally, the lawyer representative serves as a liaison between the federal bar and the U.S. Courts.

Typical duties of the lawyer representative position include: serving as the representative of the bar to advance opinions and suggestions for improvement, making recommendations on the use of the Courts' non-appropriated fund, assisting the Courts in the implementation of new programs or procedures, serving on court committees, and developing the curriculum, or serving as faculty, for training programs such as the annual District Conference(s) and public outreach activities such as teachers' institute(s). The representatives may survey federal bar members about issues or concerns and recommend rule or policy changes.

- B. Meetings** - The lawyer representative meetings are attended by the Board of Judges, the three lawyer representatives, the Ninth Circuit Advisory Committee member, as well as the U.S. Attorney, Public Defender, Clerk of Court, Chief Probation Officer, Chief Deputy Clerks and Deputy Chief Probation Officer. Meetings are normally held three times per year. An additional meeting may be held during the Ninth Circuit Judicial Conference.

Meeting agendas are circulated prior to the meeting dates, and any lawyer representative may suggest an agenda item. A written report is provided by the lawyer representatives and is required to be submitted two weeks prior to the meeting.

It is the expectation that lawyer representatives will have no more than 1-2 excused absences from meetings during their three year term absent extraordinary circumstances. Attendance in person is preferable; however, lawyer representatives may attend by telephone or video conference.

**C. Selection of New Lawyer Representatives** – Selection of a new lawyer representative in accordance with the Ninth Circuit policy to fill a vacancy will be made no later than ninety (90) days after the last day of the annual Ninth Circuit Judicial Conference. The District and Bankruptcy Courts will solicit applications for the position of lawyer representative from the bar. The applications will be reviewed by a committee of judges within our district. The committee of judges will then submit to the Idaho State Bar approximately three names of lawyers who have been found to meet the criteria for appointment to the position as a lawyer representative. As a general rule, one law firm may not have two lawyer representatives serving at the same time. This restriction does not apply if a lawyer representative from the same law firm is serving in an ex-officio status. The Idaho State Bar would then select from this list the individual to fill the vacant position of lawyer representative.

**D. Rotation and Terms** - The Board of Judges adopted a Lawyer Representative Selection Plan, based upon current bar membership, which ensures state-wide representation. This plan calls for selection of lawyer representatives as follows: 2016 - 4th District; 2017-1st and 2nd District; 2018 - 4th District; 2019 - 6th and 7th District; 2020 - 3rd and 5th District; 2021 - repeat above. This is subject to review to ensure that we continue to receive a large number of quality applicants.

The term of the lawyer representatives is three (3) years. Lawyer representatives who have completed their three year term may elect to continue as ex-officio members of the District and Bankruptcy Courts' delegation for a period of two years following completion of their three year terms (or longer if elected to the Ninth Circuit Executive Committee), to provide continuity and a broader base for the District's delegation work. Ex-officio members have a duty to continue to participate in all home district meetings and activities; however, they are not eligible to attend the Ninth Circuit Judicial Conference in that capacity except as an alternate for a lawyer representative unable to attend.

**E. Reimbursement** - The lawyer representatives will be reimbursed for all expenses related to airfare or mileage to court meetings and attendance at the Ninth Circuit Judicial Conference. Expenses will be reimbursed for travel, meals (no alcohol), and lodging. Mileage reimbursement will be made according to the current U.S. General Services Administration rates. Only expenses associated with lawyer representative travel will be reimbursed (i.e. costs related a spouse are not covered).

**F. About the Courts** - The United States District and Bankruptcy Courts for the District of Idaho is one of only four consolidated Clerk's offices within the United States. The District and Bankruptcy Courts' jurisdiction covers the entire state of Idaho, with courthouse locations in Boise, Moscow, Coeur d'Alene and Pocatello. Idaho has two Ninth Circuit Court of Appeals Judges, two U.S. District Judges, two U.S. Bankruptcy Judges, two U.S. Magistrate Judges and two part time recall U.S. Magistrate Judges.

**G. More information** - To find out more information about the U.S. District and Bankruptcy Courts in Idaho, contact: [www.id.uscourts.gov](http://www.id.uscourts.gov).