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AUGUST 8, 2025

CLERK US DISTRICT COURT  
DISTRICT OF ARIZONA

BY s/J.Baggs DEPUTY

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA**

In the Matter of

SELECTION AND SERVICE OF  
LAWYER REPRESENTATIVES

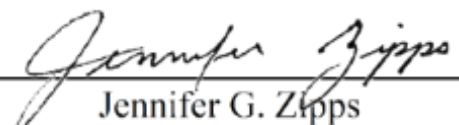
**SUPERSEDES GENERAL ORDER 98-57**

GENERAL ORDER 25-13

Pursuant to the decision of the Judges of this Court, and effective August 6, 2025,

IT IS ORDERED that a procedure for selecting Lawyer Representative of this District to the Ninth Circuit Judicial Conference in the form and manner as set forth in the attached procedure for selecting Lawyer Representative is hereby adopted.

Dated this 8th day of August, 2025.

  
\_\_\_\_\_  
Jennifer G. Zipp  
Chief United States District Judge

## **DISTRICT OF ARIZONA**

### **PROCEDURE FOR SELECTING LAWYER REPRESENTATIVES**

#### **1. Lawyer Representatives:**

- a. Are admitted to practice in the District Court and actively involved in federal practice.
- b. Interested in the purpose and work of the Ninth Circuit Judicial Conference.
- c. Willing and able to contribute actively to the purpose and work of the Conference.
- d. Willing to assist in implementing Conference programs with the local bar.
- e. Constitute a fair cross-section of practitioners in the Phoenix (Maricopa, Pinal, Yuma, La Paz, Gila, Apache, Navajo, Coconino, Mohave, Yavapai) and Tucson (Pima, Cochise, Santa Cruz, Graham, and Greenlee) Divisions of the District of Arizona.
- f. Are available to serve a three-year term that begins when a current lawyer representative's term expires creating a vacancy and ends with their successor's appointment.
- g. Shall be in proportion to the authorized active district judgeships in the district using the following formula: (# of active authorized judgeships) multiplied by (1.28) = # of lawyer representatives (round up .5 and above).

#### **2. Nominating Committee**

- a. The currently serving Lawyer Representatives shall serve as the Nominating Committee for the candidates for Lawyer Representatives whose terms are expiring.
- b. The Chair of the Committee shall be Chair of the Lawyer Representatives or his or her designee.

#### **3. Soliciting Applications**

- a. In June each year, the Nominating Committee must solicit applications for candidates to replace the Lawyer Representatives whose terms are expiring.
- b. Applications should be solicited through the Phoenix and Tucson Federal Bar Associations, the electronic mailing lists maintained by the District and Bankruptcy Clerks of Court, and should be posted on the website of the District and Bankruptcy Courts. The Nominating Committee may also advertise the openings through the State Bar of Arizona and other bar associations and their publications.

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### **PROCEDURE FOR SELECTING LAWYER REPRESENTATIVES**

c. If there is a fee for advertising, the Nominating Committee is authorized to pay up to \$2,500 for advertisements in Arizona bar association publications. The Nominating Committee may submit a proposed advertising budget for additional funds to the Chief Judge of the District by May 1 each year. Approved funding will be provided from the Court's Non-Appropriated Fund.

d. When soliciting applications, the Nominating Committee must identify the geographical location and primary practice area for the vacant Lawyer Representative openings. The Nominating Committee should solicit applications from all counties in Arizona.

e. All nominees will be asked to submit a short application describing their practice, qualifications, and any prior applications to be, or serve as, a Lawyer Representative together with a resume-limited to two pages. Self-nominating is permitted and encouraged.

#### **4. Identifying Nominees**

a. The Nominating Committee shall be responsible for reviewing the applications and identifying nominees that meet the criteria outlined in 1(a)-(f) above.

b. The Nominating Committee must undertake reasonable efforts to ensure that there are sufficient nominees from northern and southern Arizona and ensure that the lawyer representatives nominated will reflect the gender, ethnic, racial, and religious diversity and diverse geographic and practice backgrounds of those who practice before the federal courts.

c. The Nominating Committee must review and meet to discuss all applications and rank the top three applicants for each opening.

#### **5. Selections by District Judges**

a. Not later than August 15 each year, the Nominating Committee must forward all the applications and the ranked recommendations of the Nominating Committee to the Chief Judge of the District.

b. For applicants whose primary practice area is bankruptcy, the Nominating Committee must also contemporaneously forward the applications and recommendations of the Nominating Committee to the Chief Bankruptcy Judge for the District.

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c. The Nominating Committee must also forward the names of the existing Lawyer Representatives and identify their primary areas of practice and when their terms expire.

d. The district judges shall select new Lawyer Representatives from the names submitted by the Nominating Committee. The Lawyer Representatives shall be selected in equal numbers from the two divisions

e. Lawyer representatives shall serve as members for three-year terms. A number equaling as nearly as possible one-third of the lawyer representatives shall be appointed each year.

f. The Chief District Judge may appoint an individual to serve the remaining term of any Lawyer Representative who cannot complete their term.