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SEPTEMBER 25, 2019

CLERK US DISTRICT COURT
DISTRICT OF ARIZONA

BY s/ M. Everette DEPUTY

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

In the matter of

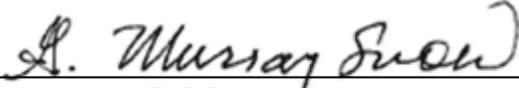
CIVIL LITIGATION PANEL AND
APPOINTMENT OF ATTORNEYS
FOR SELF-REPRESENTED LITIGANTS
IN CIVIL LITIGATION

GENERAL ORDER 19-15

The Court has adopted the attached Plan for the creation and management of a civil litigation panel and appointment of attorneys for self-represented litigants in civil litigation. Therefore,

IT IS ORDERED that the attached Plan, titled “Creation of Civil Litigation Panel and Appointment of Attorneys for Self-Represented Litigants in Civil Litigation” is hereby adopted and deemed effective on October 1, 2019.

DATED this 25th day of September, 2019.



G. Murray Snow
Chief United States District Judge

Creation of Civil Litigation Panel and Appointment of Attorneys for Self-Represented Litigants in Civil Litigation

The United States District Court for the District of Arizona adopts the following Plan to create a Civil Litigation Attorney Panel and to govern the appointment of attorneys, on a pro bono basis, for self-represented litigants (SRLs) in certain civil actions. The Plan will apply to actions where SRLs lack sufficient resources to retain counsel and where the Court determines, in its discretion, that appointment of counsel is appropriate pursuant to 28 U.S.C. § 1915. For each civil action commenced in this District by a SRL, the assigned District or Magistrate Judge may issue an order of appointment, and other orders related to the representation, in accordance with the Plan. The Committee on Civil SRL Litigation for the District of Arizona will work in conjunction with the Court to administer the Plan.

- 1. Purpose.** The purpose of this Plan is to ensure that an attorney may be appointed in cases that merit representation.

- 2. Admission to the Civil Litigation Attorney Panel.**
 - a. Procedures.** Individual attorneys and law firms willing to accept appointments to represent SRLs may apply for designation to the Civil Litigation Panel. Form applications will be available for Individual Attorneys and Law Firm and Public Interest Organizations on the District of Arizona's website and must be submitted electronically for consideration.
 - i. Individual Attorney Appointment.** An attorney must be admitted to practice in the District of Arizona to be eligible for designation as a member of the Panel.

 - ii. Firm Appointment, including Public Interest Organizations.** A firm or organization may apply on behalf of its members for appointment to the Civil Litigation Attorney Panel. Each firm shall designate a partner or senior member as the organization's Panel Liaison. Any matter assigned to a firm will be directed to the Panel Liaison who must assign the matter to an attorney in the firm. The assigned attorney must be admitted to practice in the District of Arizona and must personally enter a notice of appearance.

Each firm should state in its application the number of appointed cases the firm is willing to accept per calendar year.

- 3. The Committee on Civil SRL Litigation.** The Committee is responsible for reviewing applications and designating attorneys to the Civil Litigation Attorney Panel. In its discretion, the Committee may remove an attorney or firm from the Panel.

 - a. Selection and Composition of the Committee.** The Chief Judge will appoint members of the Committee. The Committee will be composed of at least two members from the federal bar in this District, one Court employee, and one Judge.
 - b.** The Chief Judge may elect to have one Committee in each Court division.
- 4. Appointment Procedure.** The Court may appoint an attorney to represent a SRL. A Court representative will contact panel counsel regarding appointment prior to issuing an order of appointment. An attorney is not obligated to accept a particular case at a particular time.

 - a. Order of Appointment.** The Order appointing counsel will specify the scope of appointment. (Typically, counsel is appointed after resolution of dispositive motions.) The Order will be sent to all parties and include the name, address, and telephone number of the appointed attorney.
 - b. Responsibilities of the Appointed Attorney.** Within ten days of the filing of the Order of appointment, the appointed attorney must enter a notice of appearance in the action. The attorney should promptly communicate with the SRL and should consider whether the dispute could be resolved in another forum or by other means.
 - c. Relief from Appointment.** An attorney or firm may move to withdraw from appointment pursuant to Rule 83.3(b) of the Local Rules of Civil Procedure, if appropriate. Such motion must be made promptly to the assigned Judge upon discovery of the grounds warranting withdrawal.
 - d. SRL's Discharge of the Appointed Attorney.** A SRL may request discharge of appointed counsel by filing with the assigned Judge a written motion detailing the basis for the request. If the Judge discharges the attorney, the Judge may, but need not, appoint a new Panel attorney.
 - e. Duration and Scope of Representation.** An appointed attorney must represent the SRL in the action from the date of the attorney's appearance

until discharged or relieved by the Court, or until final judgment is entered and reasonable efforts have been made to enforce the judgment if the judgment provides injunctive or monetary relief to the SRL.

If the SRL wishes to appeal from a final judgment or appealable interlocutory order, or if such judgment or order is appealed by another party, or if the matter is remanded to an administrative forum, the appointed attorney is not required to continue to represent the SRL beyond the scope of the attorney's initial appointment. If the attorney declines to perform such additional services, the attorney must notify the SRL in writing and file a motion to withdraw.

- f. Record of Attorney Appointments.** The Court will maintain a record of all Panel appointments.
- 5. Training.** The Committee may, in cooperation with bar associations or continuing legal education providers, organize and conduct educational programs and prepare educational materials pertaining to the most common types of civil litigation initiated by SRLs in this District for Panel attorneys.