

date

PRO BONO ATTORNEY  
ADDRESS

Re: CA No. and Title

Dear :

Thank you for participating in the court's Pro Bono Project and for agreeing to represent the appellant pro bono in the above appeal. You will note that the order of appointment provides that you are appointed to represent the appellant "for the purposes of this appeal only." Accordingly, your appointment includes only the handling of this appeal and the drafting of a petition for rehearing where requested by the client, but does not include the preparation and filing of a petition for certiorari in the Supreme Court or any other proceedings in any other court unless specifically requested by this court or agreed upon between you and your client. This letter outlines some of the relevant aspects of the court's program.

This appeal has been pre-screened by a staff attorney and/or a panel of judges and has been determined to be a non-frivolous appeal warranting the appointment of pro bono counsel because the court will be benefitted by the assistance of counsel. As the court's project coordinator, I will work with you to establish a briefing schedule that meets your scheduling needs to the extent possible, and to provide you with whatever additional record information you may need about the case. Where appropriate, you may request that the appeal be included in the court's pre-briefing settlement conference program.

As you will be representing the appellant in this appeal, you may wish to consider entering into your standard pro bono representation agreement with your new client. I have attached a sample agreement (with the author's permission) for your convenience. Please note that, in some states in this circuit, such an agreement is mandatory. Throughout your representation, it is your responsibility to be familiar with and comply with all applicable state law requirements as well

as this court's rules.

Reasonable and necessary costs incurred in your representation of this appellant are reimbursable by the court upon request (see attached guidelines). If you will need to travel to oral

argument, you must contact the Clerk at (415) 556-9834 to arrange for government air and hotel rates. In addition, statutory attorneys' fees are available to pro bono counsel to the same extent that they are available to retained counsel.

If circumstances arise that require you to withdraw as counsel for appellant, you may make such a motion based on any of the established grounds for doing so. Such a motion will not generally be disfavored solely on the basis that it would result in further delay unless such delay would severely prejudice the appellant.

The court has committed to hearing oral argument in appeals selected for inclusion in the program. Oral argument will generally be scheduled in the district in which the action was brought.

When you have completed your representation of this appellant, please fill out and return to me the attached evaluation and comments form. The court relies heavily on your input to strengthen the program.

If you have any questions about your appointment or about the program, please contact me at (415) 556-9825. For any other questions about this or any other appeal, please contact the Clerk's office at (415) 556-9800. Thank you again for your participation in the program.

Sincerely,

Julie M. Ronken  
Pro Bono Project

Coordinator

enc.  
c:coordinator