

GENERAL NOTICE TO CJA ATTORNEYS

Because CJA Attorney requests for holds or hiatuses of appointments have a significant impact on 1325 Misdemeanor duty and El Centro duty week schedules, the Court now requires that the requesting CJA attorney obtain coverage to handle his/her scheduled duty during any period of an approved hiatus/hold.

An approved hiatus/hold **does not include** a hiatus/hold as to existing 1325 duty or El Centro duty week assignments, except under extraordinary circumstances approved by the court. And no request excuses the attorney's duty to accept cases until it is approved by the court.

All future requests for a hiatus/hold on assignments shall be conditioned upon the requesting attorney ensuring 1325 duty and El Centro duty week coverage.

Neither the CJA Advisory Committee Chairperson nor the Clerk's Office will be responsible for obtaining coverage for an attorney's requested hiatus/hold.

As such, **beginning forthwith**, the following procedure shall be implemented for a CJA attorney's requested hiatus/hold on CJA appointments:

1) Requests for a hiatus/hold on CJA assignments shall be presented to the court no less than 3 business days before the beginning of the requested hiatus/hold period.

2) The requesting CJA attorney shall identify, **within his/her request**, the CJA attorney(s) agreeing to provide coverage for the requester's scheduled 1325 duty and El Centro duty week(s) during the requested absence.

3a) The covering CJA attorney shall email a letter to the Clerk's Office at cjaduty@casd.uscourts.gov, stating that he/she will substitute for coverage of the specified 1325 duty days and/or El Centro duty weeks to formalize that attorney's commitment to cover. The covering CJA attorney shall acknowledge that he/she will be fully responsible for the requesting CJA attorney's 1325 duty days and/or El Centro duty weeks during the requested absence; and

3b) thereafter, it is the covering attorney's responsibility, not the requesting attorney's, to engage in these assigned representations.

4) In the event circumstances occur precluding the covering attorney from handling any of his/her assigned responsibilities, it will be the covering attorney's responsibility to obtain a substitute attorney(s), using the procedure previously established by the Clerk's Office

for substitutions/swaps, using the
cjaduty@casd.uscourts.gov email.

5) If the requesting attorney requests and receives an extension of his/her hiatus/hold, it is the requesting attorney's responsibility to follow the procedures set forth above for any 1325 duty days and/or El Centro duty weeks that have been assigned to the attorney after the originally scheduled end of the hiatus/hold.

John A. Houston

U. S. District Judge

Chair, CJA Committee