

FACSIMILE TRANSMITTAL COVER PAGE

March 3, 1992

**FEDERAL JUDICIAL CENTER
Dolley Madison House
1520 H Street, N. W.
WASHINGTON, D.C. 20005**

**TO: Mr. Abel Mattos
Court Administration Division
Administrative Office of the U.S. Courts
FAX: 786-6561**

**FROM: Rich Mandelbaum, Judicial Education Division
Federal Judicial Center**

**DOCUMENTS SENT: Invitation Letters:
CJRA Workshops for Non-EID
Courts, St. Louis, MO
April, 1992**

TOTAL NUMBER OF PAGES (including cover page): 7 (seven)

CONTACT: Richard Mandelbaum

VOICE TELEPHONE NO.: (202) 633-8711 or 633-6033

PLEASE DELIVER AS SOON AS POSSIBLE.

THANKS.

Federal Judicial Center
Judicial Education Division

FTS/202 633-6033



memorandum

DATE: February 14, 1992
TO: Chief Judges, Clerks, and Advisory Group Chairs in Non-EID Districts
FROM: Richard Mandelbaum *RM*
SUBJECT: Information Regarding Civil Justice Reform Act Seminar:
April 6-7, 1992 -- St. Louis, Missouri

Thank you for your patience while the Center sought to determine the most desirable dates for the Civil Justice Reform Act seminar. Based on the responses we received and the differing schedules that district courts have adopted for implementing the Act, we have decided to conduct two seminars in St. Louis during the same week in April. The first seminar, for districts intending to complete an advisory group report in 1992, will run from the morning of April 6th to noon on April 7th, and the second seminar, for districts intending to complete a report in 1993, will run from the morning of April 8th to noon on April 9th.

Based on the information you have provided to us, your court will attend the seminar on **APRIL 6-7, 1992**. If these dates are absolutely incompatible with the schedules of all of your court's attendees, please let us know and we will try to find room for your court in the other seminar. Unfortunately, because of the large number of district courts that want to attend the seminar (45), it may not be possible to switch dates. Therefore, please notify me immediately by telephone (at FTS/202 633-6033 or -8711) if it is absolutely necessary that we change your court's assigned seminar dates.

The rest of this memo will give you further information regarding the program agenda and other administrative matters. Please read this information carefully. As you will see below, you must make a reservation at the Ritz-Carlton Hotel in St. Louis and must also arrange your travel plans to be able to join us at 8:30 a.m. on April 6th.

We are asking the clerk of court in your district to FAX us the names of your court's participants by March 6, 1992. We appreciate your assistance and cooperation.

CLERKS OF COURT: PLEASE SEE ACCOMPANYING MEMO AND RESPONSE FORM. PLEASE RETURN THE FORM BY MARCH 6, 1992.

Memorandum to Courts Regarding CJRA Seminar -- April 6-7, 1992
February 14, 1992

Page 2

I. GENERAL ADMINISTRATIVE INFORMATION FOR PARTICIPANTS

WHO MAY ATTEND?: This seminar is designed for three district participants: the Chief Judge, Clerk of Court, and Chair of the CJRA Advisory Group -- or their designees. If the Clerk of Court is not also the Advisory Group Reporter, and the Chair strongly believes that the Reporter should attend the seminar, the Reporter may attend as a fourth district participant. The Reporter may not, however, send a designee in his/her place.

TRAVEL AND SUBSISTENCE COSTS: The Center will meet the travel and subsistence costs of the district and advisory group participants, subject to standard government travel regulations. The Center will pay the hotel directly for your lodging by government purchase order. You will be reimbursed for other authorized expenses after the seminar.

II. LODGING AND MEALS

HOTEL RESERVATIONS: All seminar participants will be staying at the Ritz-Carlton Hotel, One Ritz-Carlton Drive, St. Louis, MO 63105 (telephone no.: 314-863-6300). Please call the hotel directly to reserve rooms for April 5th and 6th. (Those who fly or drive into St. Louis the morning of the seminar are only authorized, of course, to stay one night -- the night of April 6th). You must make your reservations by March 13th.

CONTINENTAL BREAKFAST: Continental breakfast will be served both mornings at 8:00 AM. The program will run from 8:30 AM to about 4:00 PM on April 6th, and 8:00 AM to about noon on April 7th. We will also have a morning and afternoon refreshment break where coffee and other beverages will be available.

III. TRAVEL AUTHORIZATION AND PROCEDURES

GOVERNMENT TRAVEL AUTHORIZATION ENCLOSED: You should receive, along with this memo, a copy of the government travel authorization. This is for your use in arranging government travel and informing you of the allowable reimbursements for meals and incidental expenses. When the seminar convenes, we will pass out voucher and expense forms for you to submit to your courts and to us.

AIR AND GROUND TRANSPORTATION: We have enclosed a travel authorization for your use in arranging your travel. The travel authorization urges the use of economy fares

Memorandum to Courts Regarding CJRA Seminar -- April 6-7, 1992
February 14, 1992

Page 3

(government contract rates or reduced-rate advance purchase fares) whenever possible for those who will fly.

Please Take Special Note: First class travel is not authorized for FJC educational programs. Reimbursement for rental cars is authorized only up to an amount equivalent to the costs of ground transportation.

IV. PROGRAM SCHEDULE AND AGENDA

DURATION OF PROGRAM: As indicated above, the program will run from 8:30 AM to about 4:00 PM on April 6th. and 8:00 AM to about noon on April 7th. We will have a lunch break of about an hour, as well as morning and afternoon refreshment breaks where coffee and other beverages will be available.

TENTATIVE PROGRAM AGENDA: Also attached is a tentative agenda for the seminar. Because the needs of each district will vary, we will adjust the program structure accordingly. Please feel free to communicate your reactions to this plan and suggest alternatives where they seem desirable. We want this seminar, above all, to help you meet the statutory requirements and look forward to your input so that the two days will be as productive for you as possible.

V. ADVANCE READINGS FOR DISCUSSION

READING MATERIALS FOR SEMINAR: Finally, please be prepared to review before the seminar a brief set of readings for discussion and an annotated agenda. We will transmit these to you through your Clerk of Court sometime during the second half of March.

SEMINAR DISCUSSION FORMAT: The seminar materials will serve as the vehicle for discussion among the participants. The materials consist of hypothetical sections of Advisory Group analyses, recommendations, proposed or final district court plans, and questions; they will serve to prompt discussion of alternative methods for reporting the Advisory Group's findings and recommending cost and delay reduction plans. These discussion issues will also allow FJC and AO staff to provide information on the benefits and costs of employing various methods in your Advisory Group report or district court plans. Please take some time to review these materials before the seminar begins.

Again, we thank you for your patience during the seminar planning process and we look forward to seeing you in St. Louis on **April 6th and 7th.**

Federal Judicial Center
Judicial Education Division

FTS/202 633-6033



memorandum

DATE: February 14, 1992
TO: Chief Judges, Clerks, and Advisory Group Chairs in Non-EID Districts
FROM: Richard Mandelbaum *Rm*
SUBJECT: Information Regarding Civil Justice Reform Act Seminar:
April 8-9, 1992 -- St. Louis, Missouri

Thank you for your patience while the Center sought to determine the most desirable dates for the Civil Justice Reform Act seminar. Based on the responses we received and the differing schedules that district courts have adopted for implementing the Act, we have decided to conduct two seminars in St. Louis during the same week in April. The first seminar, for districts intending to complete an advisory group report in 1992, will run from the morning of April 6th to noon on April 7th, and the second seminar, for districts intending to complete a report in 1993, will run from the morning of April 8th to noon on April 9th.

Based on the information you have provided to us, your court will attend the seminar on **APRIL 8-9, 1992.** If these dates are absolutely incompatible with the schedules of all of your court's attendees, please let us know and we will try to find room for your court in the other seminar. Unfortunately, because of the large number of district courts that want to attend the seminar (45), it may not be possible to switch dates. Therefore, please notify me immediately by telephone (at FTS/202 633-6033 or -8711) if it is absolutely necessary that we change your court's assigned seminar dates.

The rest of this memo will give you further information regarding the program agenda and other administrative matters. Please read this information carefully. As you will see below, you must make a reservation at the Ritz-Carlton Hotel in St. Louis and must also arrange your travel plans to be able to join us at 8:30 a.m. on April 8th.

We are asking the clerk of court in your district to FAX us the names of your court's participants by March 6, 1992. We appreciate your assistance and cooperation.

CLERKS OF COURT: PLEASE SEE ACCOMPANYING MEMO AND RESPONSE FORM. PLEASE RETURN THE FORM BY MARCH 6, 1992.

Memorandum to Courts Regarding CJRA Seminar -- April 8-9, 1992
February 14, 1992

Page 2

I. GENERAL ADMINISTRATIVE INFORMATION FOR PARTICIPANTS

WHO MAY ATTEND?: This seminar is designed for three district participants: the Chief Judge, Clerk of Court, and Chair of the CJRA Advisory Group -- or their designees. If the Clerk of Court is not also the Advisory Group Reporter, and the Chair strongly believes that the Reporter should attend the seminar, the Reporter may attend as a fourth district participant. The Reporter may not, however, send a designee in his/her place.

TRAVEL AND SUBSISTENCE COSTS: The Center will meet the travel and subsistence costs of the district and advisory group participants, subject to standard government travel regulations. The Center will pay the hotel directly for your lodging by government purchase order. You will be reimbursed for other authorized expenses after the seminar.

II. LODGING AND MEALS

HOTEL RESERVATIONS: All seminar participants will be staying at the Ritz-Carlton Hotel, One Ritz-Carlton Drive, St. Louis, MO 63105 (telephone no.: 314-863-6300). Please call the hotel directly to reserve rooms for April 7th and 8th. (Those who fly or drive into St. Louis the morning of the seminar are only authorized, of course, to stay one night -- the night of April 8th). You must make your reservations by March 13th.

CONTINENTAL BREAKFAST: Continental breakfast will be served both mornings at 8:00 AM. The program will run from 8:30 AM to about 4:00 PM on April 8th, and 8:00 AM to about noon on April 9th. We will also have a morning and afternoon refreshment break where coffee and other beverages will be available.

III. TRAVEL AUTHORIZATION AND PROCEDURES

GOVERNMENT TRAVEL AUTHORIZATION ENCLOSED: You should receive, along with this memo, a copy of the government travel authorization. This is for your use in arranging government travel and informing you of the allowable reimbursements for meals and incidental expenses. When the seminar convenes, we will pass out voucher and expense forms for you to submit to your courts and to us.

AIR AND GROUND TRANSPORTATION: We have enclosed a travel authorization for your use in arranging your travel. The travel authorization urges the use of economy fares

Memorandum to Courts Regarding CJRA Seminar -- April 8-9, 1992
February 14, 1992

Page 3

(government contract rates or reduced-rate advance purchase fares) whenever possible for those who will fly.

Please Take Special Note: First class travel is not authorized for FJC educational programs. Reimbursement for rental cars is authorized only up to an amount equivalent to the costs of ground transportation.

IV. PROGRAM SCHEDULE AND AGENDA

DURATION OF PROGRAM: As indicated above, the program will run from 8:30 AM to about 4:00 PM on April 8th. and 8:00 AM to about noon on April 9th. We will have a lunch break of about an hour, as well as morning and afternoon refreshment breaks where coffee and other beverages will be available.

TENTATIVE PROGRAM AGENDA: Also attached is a tentative agenda for the seminar. Because the needs of each district will vary, we will adjust the program structure accordingly. Please feel free to communicate your reactions to this plan and suggest alternatives where they seem desirable. We want this seminar, above all, to help you meet the statutory requirements and look forward to your input so that the two days will be as productive for you as possible.

V. ADVANCE READINGS FOR DISCUSSION

READING MATERIALS FOR SEMINAR: Finally, please be prepared to review before the seminar a brief set of readings for discussion and an annotated agenda. We will transmit these to you through your Clerk of Court sometime during the second half of March.

SEMINAR DISCUSSION FORMAT: The seminar materials will serve as the vehicle for discussion among the participants. The materials consist of hypothetical sections of Advisory Group analyses, recommendations, proposed or final district court plans, and questions; they will serve to prompt discussion of alternative methods for reporting the Advisory Group's findings and recommending cost and delay reduction plans. These discussion issues will also allow FJC and AO staff to provide information on the benefits and costs of employing various methods in your Advisory Group report or district court plans. Please take some time to review these materials before the seminar begins.

Again, we thank you for your patience during the seminar planning process and we look forward to seeing you in St. Louis on **April 8th and 9th.**