

CLE materials for

Court Web: Best Practices for Serving Unrepresented Litigants in the Federal Courts

The Federal Judicial Center has provided the attached materials to assist courts in program planning and in applying for continuing legal education (CLE) credit for the webcast *Court Web: Best Practices for Serving Unrepresented Litigants in the Federal Courts*. The materials include faculty biography, a continuing legal education application form, and a certificate of attendance (**fillable and not fillable forms**) for the webcast.

The Center is unable to process individual applications for CLE credit, and therefore there is no preapproval, but these materials will help you facilitate the process in your court. **Each individual attorney is responsible for submitting an application for CLE and for making any payments that are required.** The Center does not have course numbers for the jurisdictions; you will have to acquire that information once you apply for CLE credit in the jurisdiction for which you desire credit. **With regard to the Court Training Specialist signature that is required on the Certificate of Attendance, you can have your court's Training Coordinator/Training Specialist or Human Resources Specialist/Human Resources Manager sign the certificate. (The FJC does not sign this document.)** After it is signed, please submit the form to the CLE Commission or State Bar for which you seek credit. We strongly recommend that you contact your state's CLE board for information about CLE requirements, which vary from state to state.

If you have any questions about the CLE application process, please contact Rhonda Starks at 202-502-4059 or rstarks@fjc.gov. If you have any questions about the program in general, please contact Brenda Baldwin-White at 202-502-4112 or Bbaldwin-white@fjc.gov.

Program Description

Court Web: Best Practices for Serving Unrepresented Litigants in the Federal Courts

December 13, 2023 (60 Minutes Total Running Time)

Host, Brenda Baldwin-White, Senior Judicial Education Attorney, talks with Judge Jacqueline Scott Corley of the Northern District of California, and Judge Willie Epps of the Western District of Missouri about tips for efficiently and fairly adjudicating civil cases brought or defended by parties without the benefit of counsel. They also cover suggestions for obtaining pro bono representation.

Faculty: Judge Jacqueline Scott Corley, Northern District of California, and Judge Willie Epps, Western District of Missouri.

Faculty Biographical Information

Judge Jacqueline S. Corley

EDUCATION: B.A., University of California, Berkeley, 1988; J.D., Harvard Law School, 1991.

PROFESSIONAL: Law clerk, Honorable Robert E. Keeton, United States District Court, District of Massachusetts; Complex commercial litigation and white collar criminal, Goodwin, Procter LLP, Boston, Massachusetts; Litigation Associate, Coblenz, Patch, Duffy & Bass LLP, San Francisco, California; Career Law Clerk, Judge Breyer, 1998; Northern District of California Alternative Dispute Resolution mediation and early neutral evaluation panels, 2006; Partner, Kerr & Wagstaffe, LLP, San Francisco, California; Magistrate Judge, California Northern District Court, 2011-present.

Judge Willie Epps, Jr.

Judge Willie J. Epps, Jr. serves as a U.S. Magistrate Judge for the Western District of Missouri and sits in Jefferson City. He began his legal career in service to our country as an Air Force Judge Advocate, Special Assistant U.S. Attorney, and Assistant Special Counsel for the Waco Investigation. Later, he was named partner at two law firms and head of litigation at a financial services firm. Judge Epps is a Fellow of the American College of Trial Lawyers and Chair of the National Conference of Federal Trial Judges. He is graduate of Amherst College and holds law degrees from Harvard and Duke

UNIFORM APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION

To the state of:

1. Sponsoring Organization

Name: Federal Judicial Center
Address: Education Division
One Columbus Circle, NE
Washington, DC 20002-8003
Telephone: 202-502-4059
Email: rstarks@fjc.gov

2. Title of education activity: Court Web: Best Practices for Serving Unrepresented Litigants in the Federal Courts

3. Date(s) and Location(s):

Dates: 12/13/2023 -
Location: Virtual (Available On-Demand)

4. Registration fee: 0

5. Writing surface available? Yes

6. Delivery Method(s):

- faculty in room with participants; telephone to broadcast site; interactive video;
webinar; audiotape presentation; streaming video;
interactive computer/Internet; discussion leader present

7. Type of Law Code(s): 1. JUD 2. (Optional) 3. (Optional)

Difficult Level Beginner; Intermediate; Advanced

8. Advertised to: Lawyers; Clients; Other (Specify) Federal Judges and Attorneys

9. List any admission restrictions: Federal Court Employees Only

10. "In-house activity" requirement (see local rules to determine applicability):

- open/publicized to outside lawyers; outside lawyers are % of faculty;
clients are 100% of audience

11. Method of evaluation:

- participant critique; independent evaluator; None; Other

STATE ACCREDITATION OFFICE
NOTICE OF ACTION
Course No.
(To be completed by the state accreditation office and returned to the applicant)
The following action has been taken on the application:
RETURNED for more information. Please complete each item on the form indicated by the number(s) circled below: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
APPROVED for CLE credits, including Ethics credits
DENIED Reference
SEE ATTACHED MATERIALES.

12. Description of materials to be distributed: **total pages 16; loose-leaf**

before program; at program; other: **Online**

13. REQUIRED ATTACHMENTS to this application:

- a. time schedule (brochure, course outline, course description)
- b. table of contents or equivalent
- c. faculty name(s) and credentials (if not in brochure or description)
- d. complete set of materials (only in states where required)
- e. fees (only in states where required):

14. Total minutes of instruction, not including breaks, meals or introductions:

General (non-ethics): **60**

Ethics (minutes):

Substance Abuse:

Total: **60**

Other:

15. Approval by other states: Granted by: California; Denied by:

16. Submitted by: employee of sponsor/provider; individual lawyer

Name of person applying (type or print)

Address (if different than above)

Phone and Fax (if different than above)

11/07/2023

Signature.

Date

Email (if different than above)

***Court Web: Best Practices for Serving Unrepresented Litigants
in the Federal Courts***

webcast presentation from the Federal Judicial Center

ATTENDANCE CERTIFICATE

This certificate should be filed with the appropriate MCLE Board or Commission within 30 days of this activity.

(keep a copy for your records)

Date you participated in the program: _____

Registrant signature

Registrant name

Address

City, state, zip code

_____ for _____
Attorney No. (if applicable) State

I attended a total of ____ hours at the viewing site in _____
(Please note that different jurisdictions approve varying numbers of credit. The total hours above is the actual number of 60-minute hours attended.)

Affirmation/Verification/Attendance Code: Please enter the Affirmation Code that was displayed on the screen during the webcast.

TRAINING COORDINATOR CERTIFICATION

This will certify that the above-named person attended the *Court Web: Best Practices for Serving Unrepresented Litigants in the Federal Courts* webcast.

Training Coordinator/Human Resources Specialist/Human Resources Manager signature

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