



THE BAR ASSOCIATION OF
SAN FRANCISCO

MEMORANDUM

To: Criminal Panel Members
From: Julie Traun
IDA Attorney Administrator
Date: October 8, 2009
Re: **1) Changes to regular/serious felony rotation**
2) Important reminders regarding the reporting of appointments
3) CJC calendar – Reminders and future changes

CHANGES TO REGULAR/SERIOUS FELONY ROTATION

As felony filings appear to be on the rise, appointments due to conflicts/unavailability have also increased. At the request of the Superior Court, beginning with the November calendar, BASF will no longer schedule the same attorney for regular and serious felony conflicts on the same day. Instead, two different attorneys will be scheduled: one for regular felonies and one for serious felonies. Should any “regular felony” attorney receive more appointments, particularly no-time-waiver cases, than can effectively be handled, counsel should advise the court. The court will then appoint the attorney scheduled for serious felonies. In the event the “serious felony” attorney is unable or not willing to accept a regular felony appointment(s), the court will appoint either the attorney scheduled for homicide conflicts or another appropriately qualified panel member. As we move forward with this new scheduling system, please keep us advised of your concerns and observations.

REPORTING OF APPOINTMENTS – IMPORTANT REMINDERS

Please be sure to **clearly mark all CJC appointments and all appointments made due to “unavailability caused by budget constraints”** when you forward your **Notice of Appointment forms** to BASF. We must keep track of these new categories of appointments and the projected costs so that the Court and the Board of Supervisors may plan accordingly.

CJC CALENDAR – REMINDERS AND FUTURE CHANGES

As a final reminder, all misdemeanor and regular felony conflicts attorneys should remember to check in with Judge Albers in CJC in the morning. If he is not in Dept 23, Dept 22 should know where CJC is held. Judge Albers has promised to call cases as early as possible.

When CJC moves to its new location for morning sessions, BASF will create a separate appointment rotation as it will not be possible for attorneys scheduled to accept conflicts at the Hall to appear at CJC on Polk Street at the same time.

