

General Order 96-1

FILED
U.S. DISTRICT COURT
EASTERN DISTRICT OF TEXAS
JAN 17 1996
DAVID J. MALAND, CLERK
BY DEPUTY *David A. Quaresima*

IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF TEXAS

General Order Regarding
Appointment, Supervision and Change of Title of Pro Se Law Clerks

The Judicial Conference of the United States implemented national changes to the pro se law clerk program on September 19, 1995. The revisions allocate pro se law clerk positions directly to chief judges of district courts. Accordingly, pro se law clerks are now chambers staff, appointed and supervised by the chief judge, and covered by the Judiciary Salary Plan. Further, supervisory authority may be delegated to another judicial officer or the clerk of court.

The court recognizes pro se law clerks as professionals who perform valuable service for the court.¹ They shall be afforded the respect and status due professionals. Accordingly, it is

ORDERED that the former title is changed to Pro Se Staff Attorney, and further ORDERED that pro se staff attorneys receive space, equipment, furnishings,

¹ Pro se law clerks review complaints, motions and other matters filed by pro se and in forma pauperis litigants. They advise and assist judges in handling all aspects of these cases. In the 12 months ended November 30, 1995, the district received 1942 such cases, comprising 52 per cent of the civil docket.

travel reimbursement, parking and other facilities commensurate with those provided to elbow law clerks.

After considering the district's needs and existing pro se staff attorney programs and procedures, it is further ORDERED, subject to continuous approval of the chief judge, that:

1. Magistrate judges of the district are designated as a group to monitor, report on, determine and adjust pro se staff attorney workload and activities. Magistrate judges shall also establish general policies and procedures concerning pro se staff attorneys, hire new pro se staff attorneys when positions are vacant, and recommend other appropriate administrative and personnel actions.
2. Primary responsibility for daily supervision of pro se staff attorneys shall be assigned by the chief judge *via* internal memorandum to a resident magistrate judge in each division where there is a pro se staff attorney office.
3. The clerk of court shall continue to maintain all payroll, personnel and administrative records of pro se staff attorneys and their operations, and provide support positions of pro se writ clerks as allocated under the staffing formula for district clerks.

SIGNED this 11th day of January, 1996.

FOR THE COURT:



Richard A. Schell

Chief Judge