

December 5, 2002

Dear Counselor,

Now that we are nearing the end of 2002, I would like to wish you and your family a happy and healthy holiday season.

As you know, we will be scheduling criminal cases differently in 2003. Within the next week all of you who are on the criminal panels will receive a letter asking you to select your own assignment for the first half of 2003. (January 2 through June 30th). Please respond as soon as possible so that we can make this system work. Our goal in allowing you to choose your own dates is to eliminate the need for you to cancel such dates due to prior commitments. Your cooperation is of course appreciated.

For all of our criminal panelists, please note that I have received approval from the 18B Advisory Committee to permit you to **include travel time whenever you visit an incarcerated defendant**. You needn't list it as "travel time". Just include travel time in the number of hours you list on the voucher next to "visited client in jail". I asked for this change because I think it is fair and because I hope it will encourage you to increase the number of jailhouse visits you make. You may begin billing for such time immediately, regardless of when the visit occurred.

Thank you for your continued good work on the panel. I wish you all the best for 2003.

Very truly yours,

Patrick L. McCloskey