

October 22, 2002

Dear Panelist,

NOTICE OF NEW SCHEDULING PROCEDURE FOR 2003

In order to better accommodate your schedules, **we will be instituting an entirely new scheduling procedure for 2003.** Rather than scheduling court assignments on a month by month basis and giving you only 3 or 4 weeks notice, we will be scheduling 2003 in two 6 month segments: January 2nd through June 30th and July 1st through December 31st.

More importantly, under the new procedure, **you will choose the dates on which you wish to be assigned.** Subject to availability, you will be given those dates. Insofar as possible, we will try to make sure that each panelist receives an equal number of assignments. Since you will be choosing the dates and can then schedule other cases around those dates, cancellations should be eliminated, except in cases of dire emergency.

We will begin the new system in early December. At that time, you will receive a letter asking you to choose a certain number of dates in the first half of 2003. The sooner you select such dates and mail or fax us your selections, the greater the likelihood that you will be granted the days you select. If two attorneys seek the same assignment, it will go to the one whose request was first received by us.

I am hopeful that this new procedure will better serve all of our needs and I appreciate your cooperation with respect to it.

Thank you.

Sincerely,

Patrick L. McCloskey