

**UNITED STATES DISTRICT COURT  
DISTRICT OF MAINE  
ADMINISTRATIVE MEETING  
December 17, 2007  
Portland, Judge Singal's Jury Room, Third Floor  
10:00 a.m.**

**AGENDA**

**A. ALL ATTENDEES**

1. Report of U.S. Attorney (P. Silsby)
2. Report of U.S. Marshal (D. Viles; J. Clark)
3. Report of Probation Office (K. Moody)
  - Drug Court Presentation
4. Report of Bankruptcy Court (C.J. Kornreich; A. Leddy)
5. Report of Bankruptcy Court Local Rules Committee (R. Emery)
  - Amendment to Local Rule 2004-1(b)
6. Report of Clerk's Office (L. Jacobson)
7. Report of CJA Panel Attorney Representative (B. Mallonee)
8. Report of Federal Public Defender Office (D. Beneman)
9. Report of the Local Rules Advisory Committee (C. Harvey)
  - L. Rule 56 – correct typographic error in Rule 56(c)
  - L. Rule 26 – Renee's suggestion that parties filing excerpts, not entire depositions, on motions
  - L. Rule 79 – allow parties to file bulk copy filings with their own equipment by prior arrangement with the Clerk's office
  - L. Rule 7 – allow/govern motions for reconsideration
10. Report of Court Security Committee (J. A. Woodcock)
11. New Business, if any

**REMINDER: If you have handouts, please be sure to have enough for everyone at the meeting, or provide them to Marsha Heath (Portland meeting) or Maureen Snow (Bangor meeting) prior to the meeting for distribution.**

**The Next Administrative Meeting is Monday, March 24, 2008, 10:00 a.m.- Bangor**

## **B. JUDICIAL OFFICERS AND ADMINISTRATIVE PERSONNEL ONLY**

### **December 17, 2007 (Agenda)**

12. After Hours Arrest (K. Moody)
13. Proposal for procedure re: electronic requests for termination of supervised release and such like requests (D. B. Hornby)
14. Review of procedure for sending opinions via e-mail (M. Kravchuk)
15. Sending Revocation Reports to Clerk's Office Inbox (K. Moody)
16. Non-ECF requests for Judge approval from Probation (K. Moody?)
17. Definition of "sealed" documents (L. Jacobson)
18. Establishing Attorney Admission Fund/Attorney Admission Process (L. Jacobson)
19. Interface with Maine Law School (L. Jacobson)
20. Assigning new cases and recusal orders (L. Jacobson)
21. Attorney access to internet in the courthouse (L. Jacobson)
22. Model instruction re: privacy and security of e-files (L. Jacobson)
23. USSC Impact Analysis for Retroactive Crack Amendments (G. Z. Singal)

**C. JUDICIAL OFFICERS ONLY  
December 17, 2007 (Agenda)**

24. Proposal to list justifications for various conditions of supervised release in public portion not confidential portion of PSR (D. B. Hornby)
25. Drug Court discussion (M. Kravchuk)

**The Next Administrative Meeting is *Monday, March 24, 2008, 10:00 a.m.- Bangor***

**2008 Meeting Schedule**

**Monday, June 16, 2008, at 10:00 a.m. in Portland**

**Monday, September 22, 2008, at 10:00 a.m. in Bangor**

**Monday, December 15, 2008, at 10:00 a.m. in Portland**

**PLEASE MAKE A NOTE OF THE ABOVE DATES IN YOUR CALENDAR**