

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
Richmond Division**

PRO SE SETTLEMENT CONFERENCE REPRESENTATION PROGRAM

Process Overview

1. The Court discusses Program with the *pro se* litigant and obtains execution of “Consent to Appointment of Counsel for Court Settlement Conference Only” form.
2. The Court contacts the Program Administrator, refers the *pro se* litigant to program, and provides contact information and copies of docket sheet and key pleadings to the Program Administrator.
3. The Program Administrator calls the *pro se* litigant, confirms referral and Program participation, and explains the referral and representation process.
4. The Program Administrator reaches out to program volunteers to find *pro bono* counsel.
5. The volunteer *pro bono* lawyer runs conflicts and informs the Program Administrator if conflicts check clears.
7. The Program Administrator confirms with the *pro se* litigant who the assigned *pro bono* counsel is.
8. *Pro bono* counsel contacts the *pro se* litigant and explains the scope of representation. [*Pro bono* counsel are encouraged to have the *pro se* litigant execute a limited scope of engagement letter, but given the consent to appointment of *pro bono* counsel signed by the *pro se* litigant, this is not required and should not delay the appointment process.]
9. The *pro bono* counsel notifies the Court and opposing counsel, via e-mail or phone call, of *pro bono* counsel’s representation and provides the Court with a completed “Order of Appointment of Counsel for Court Settlement Conference Only” form.
10. The Court enters “Order of Appointment of Counsel for Court Settlement Conference Only” relating to assigned *pro bono* counsel.
11. *Pro bono* counsel schedules Court Settlement Conference with Court and opposing counsel.

12. *Pro bono* counsel assists *pro se* litigant in preparing for Court Settlement Conference session by discussing the case with the litigant, reviewing the existing record, and preparing the settlement conference memorandum.

13. *Pro bono* counsel attends and participates in Court Settlement Conference.

- (a) If case resolves at Settlement Conference, *pro bono* counsel assists in finalization of settlement documents.
- (b) If case does not resolve at Settlement Conference, *pro bono* counsel's representation automatically terminates, as provided for in the Order of Appointment, unless *pro bono* counsel and *pro se* litigant agree that *pro bono* counsel shall continue representation of *pro se* litigant (using Program form for same).