

## Andrus, Justin

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**From:** Maciag, Eleanor  
**Sent:** Thursday, June 16, 2022 11:52 AM  
**To:** Maciag, Eleanor  
**Subject:** FW: Important Information about Rosters

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**From:** Fisher, Darcy <Darcy.Fisher@maine.gov>  
**Sent:** Thursday, May 5, 2022 7:49 PM  
**To:** MCILS <MCILS@maine.gov>  
**Cc:** Guillory, Christopher <Christopher.Guillory@maine.gov>  
**Subject:** Important Information about Rosters

Good evening, counsel:

We have received information from courts that there have been issues with assigning counsel to cases because attorneys who appear on the lists are not accepting new cases. We understand that many of you are very busy and that fluctuation in caseloads may cause you to be unavailable to accept new cases for periods of time. We also need to provide courts with lists they can rely on to appoint eligible attorneys who are available to accept cases. To that end, we have a process in place which achieves both of those objectives. This is not a new process, but we wanted to take a moment to remind you of how it operates.

Each of you has the ability to manage your rosters on a daily basis using the “utilities” function in defenderData. Using that function, you are able to opt out of accepting cases in particular court(s) and/or opt out of accepting particular types of cases in court(s). When you opt out, that election will be effective the next business day. That means that you will no longer appear on the courts’ lists as of the business day after you have opted out. Opting out does not affect your eligibility for certain case types; it just affects whether you get new assignments. You can opt back in at any time.

It is important to note that if you do not opt yourself out as outlined above, you will appear on the courts’ lists of attorneys who are available to accept new cases. Thus, you are subject to getting appointed new cases and it will be your obligation to file a motion to withdraw if you are unable to represent the client for any reason.

We hope that this clarifies the process and your options. Please don’t hesitate to reach out if you have any questions. Thank you.

Best,

Darcy

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