



OACTA Amicus Briefs Instructions to Authors

TO: (Author name, firm name, address, phone, fax & email)

FROM: (Chair or vice-chair name, address, fax & email)

Thank you very much for agreeing to author an OACTA amicus brief. We appreciate your commitment to the organization, and we look forward to working with you. OACTA greatly values its ability to participate as a “friend of the court,” and to help shape the law that impacts its members, its members’ clients, and the civil justice system in Ohio.

The Board and the Amicus Committee believe they have a responsibility to work closely with brief authors, to be active participants in the process, and to retain ultimate editorial control. To facilitate this cooperative process, we offer the following instructions and guidelines:

1. **ASSIGNMENT AND COMMUNICATION WITH AMICUS COMMITTEE:**

The Amicus Committee assigns briefs through either the Committee Chair or Vice-Chair, who is designated above and will remain the author’s primary contact to the Committee throughout the assignment.

Following assignment, the author must keep in regular communication with the Amicus Committee through the assigning chairperson. **It is especially critical that authors promptly confirm with the Amicus Committee that they have established communication with supported counsel, have verified deadlines, and have discussed briefing strategies. Authors must promptly update the Amicus Committee with any docket events, deadline changes, re-evaluation of briefing issues, schedule conflicts, or other significant matters.**

The author may contact the non-assigning chair (name, phone & email) or the OACTA president (Scott Gilliam (513) 870-2811 scott_gilliam@cinfin.com), for urgent or emergency purposes only.

2. **COORDINATION WITH SUPPORTED PARTIES:**

An amicus brief author is responsible for coordinating with counsel for the party or parties with whom OACTA is aligned. The Amicus Committee will provide the author with contact information for other counsel, with instructions as to the issues on which OACTA has agreed to participate, and with OACTA’s position on the issues. **The author is responsible for contacting other counsel,**

8. DEADLINE INFORMATION:

It is our understanding that the briefing deadlines are as follows: (list known deadlines here). But, please note that a respondent's deadline may change, as noted above.

9. STIPEND:

You and your office have agreed to author the amicus brief for a total stipend of \$2,000,* which includes all attorney time and expenses unless otherwise approved by the Amicus Committee in writing. The stipend will be paid by the OACTA office following receipt of an electronic copy of brief bearing the timestamp from the Clerk of the Ohio Supreme Court.

*The stipend is also accompanied by a certificate for a year's membership dues in OACTA, and a certificate for attendance at a conference or seminar within 1 year. These certificates may be used by the author or by any other person the author may select.