Thank you for your interest in seeking *amicus* (friend of the court) assistance from ACWA’s Legal Affairs Committee. The committee acts on requests for assistance on legal matters of major significance to ACWA member agencies. Major significance is determined by whether there:

1. is a common interest in the same outcome among a significant portion of ACWA’s members who are similarly situated; and

2. will be no material adverse impact on a significant number (based on the nature of the issue(s)) of other ACWA member agencies.

The committee evaluates whether *amicus* requests meet the “major significance” criteria and whether there are any other policy considerations which have bearing on ACWA’s participation. The committee will provide a recommendation to ACWA’s Board of Directors. If approved by the Board of Directors, the brief must be reviewed by ACWA’s Reviewing Committee, which is comprised of volunteers from the Legal Affairs Committee.

The full process for filing an *amicus* brief on behalf of ACWA can take several weeks, so parties requesting assistance are encouraged to submit requests at the earliest possible opportunity. The committee will consider requests for assistance at regularly scheduled committee meetings. The committee typically meets twice a year. However, if your briefing schedule requires, a meeting may be scheduled before the next full LAC meeting.

Please use this *Amicus* Request For Assistance form to initiate your request. To ensure committee members understand the merits of the case and the request, provide relevant supporting documents, including but not limited to a copy of the underlying court of appeal or trial court decision, or the petition for review as appropriate. To submit this form, or for questions concerning *amicus* assistance, please [email](mailto:krisa@acwa.com?language=es) ACWA Legislative Advocate Kristopher Anderson. You will receive confirmation of your submission via email. If you do not receive a confirmation email with 3-5 business days, please contact Kristopher Anderson to confirm your submission has been received.

**Date:**

|  |  |
| --- | --- |
| **REQUESTING ACWA MEMBER INFORMATION** | |
| Agency Name |  |
| Contact Person |  |
| Address |  |
| Telephone |  |
| Fax |  |
| Email |  |

|  |  |
| --- | --- |
| **Case Information** | |
| Case Name |  |
| Defendants/Respondents |  |
| Plaintiffs/Appellants |  |
| Trial Court and Case No. |  |
| Appellate Court and Case No. |  |
| Litigation Counsel |  |
| Appellate Counsel |  |
| Opposing Litigation & Appellate Counsel |  |
| Estimated Deadline for Filing Brief |  |
| Proposed Author |  |
| Has author committed to providing reviewing committee a draft of the brief at least 3 weeks before filing deadline?  Yes  No | |

|  |
| --- |
| **Brief Statement of Major Issue or Problem Requiring Assistance** |
| **Select type of assistance requested:** |
| Amicus Curiae Brief |
| Informal Assistance in Pending Action |
| Other Assistance (i.e., Amicus Curiae letter in support of petition for review by California Supreme Court) Indicate nature of assistance: |
| Funding for assistance (maximum ACWA contribution is $5,000)   * Is requesting agency proposing to contribute toward costs? If yes, how much?   Yes $       No * Is another person, organization, or entity contributing toward costs? If yes, how much?  Yes $       No |
| List any other person, organization, or entity from which you have or will be requesting assistance. |

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| **Criteria for ACWA Involvement** |
| **Impacts on ACWA member agencies affected by or interested in matter:** |
| 1. ACWA Membership in General: |
| 1. Particular Types of Agencies within ACWA: |
| 1. Particular Member Agencies within ACWA: |

|  |
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| **ACWA Member Participation in Case or Related Case** |
| 1. Identify all ACWA members participating in the case or a related case. |
| 1. Is there an alignment of issues and arguments among participating ACWA members? |

|  |
| --- |
| **Fact Summary** |
|  |

The LAC Reviewing Committee recommends ACWA Board of Directors to approve preparation of a draft brief for ACWA and filing, subject to approval of contents of brief by LAC's Designated Reviewing Committee.

|  |  |
| --- | --- |
| Level of Participation |  |
| Level of Funding |  |

|  |  |  |
| --- | --- | --- |
| **Counsel Recommendation** | | |
| LAC Members of Committee to review draft brief: | | |
| 1 |  | |
| 2 |  | |
| 3 |  | |
| 4 |  | |
| 5 |  | |
| Estimated deadline for filing brief (from section 1, above) | |  |
| Deadline for Author to provide draft final brief to Reviewing Committee *(3 weeks before filing deadline)* | |  |
| Deadline for Reviewing Committee to provide comments to Chair  *(2 weeks before filing deadline)* | |  |
| Deadline for Reviewing Committee Chair to provide consolidated comments to Author *(10 days before filing deadline)* | |  |

|  |  |
| --- | --- |
| **REQUESTING FOR ACWA ASSISTANCE** | |
| Case Name |  |
| **Liaison Counsel Recommendation:** | |
| Hold for Further Developments/Discussion | |
| Request Withdrawal | |
| Reject Request | |
| Other  Explain: | |

Committee Chair Signature Date

|  |
| --- |
| **Select one of the following actions:** |
| Approve preparation of a draft brief and filing of same, provided it is satisfactory to the Reviewing Committee |
| Request Withdrawal |
| Reject |
| Other  Explain: |

ACWA Executive Director Signature Date