

***Amicus Committee Request Form***

1. ***Date of Request:*** [Click here to add date]
2. ***Case Caption (including name and Case No.):*** [Click here to add name and case number]
3. ***Organization or party requesting the BBA to write or support an amicus brief:***  [Click here to add name]
	1. Name and affiliation of person submitting request**:** [Click here to add name and affiliation]
	Phone: [Click here to add name and affiliation]
	2. Email: [Click here to add email]

 **- OR -**

 ***BBA Section/Committee requesting the BBA to write or support an amicus brief:***  [Click here to add section or committee]

* 1. Name and affiliation of Section/Committee contact submitted request: [Click here to add name and affiliation]
	2. Phone: [Click here to add name and affiliation]
	3. Email***:*** [Click here to add email]
1. ***Court in which the amicus brief will be filed:*** [Click here to add name of court]
2. ***Last Court to render a decision in the case:*** [Click here to add name of court]
	1. Please attach a copy of the decision***.***
3. ***Please list all parties and their counsel:***

[Click here to add party’s name, counsel’s name, and counsel’s firm]

[Click here to add party’s name, counsel’s name, and counsel’s firm]

[Click here to add party’s name, counsel’s name, and counsel’s firm]

[Click here to add party’s name, counsel’s name, and counsel’s firm]

1. ***Deadline for filing brief on the merits to be supported by the amicus brief:*** [Click here to add date]
2. ***Date by which the proposed amicus brief must be filed:*** [Click here to add date]
3. ***Indicate if you are requesting that:***
	1. The BBA draft a brief: [ ]
	2. The BBA sign onto a brief: [ ]

*If b. Please submit a copy or outline of the proposed brief, if available.*

1. ***Briefly provide a summary of the case including material facts, issue/s on which the BBA is Being asked to take a position and the relevant procedural history:***

***[Click here to provide detail]***

1. ***Please briefly outline the suggested arguments the amicus brief will make:***

***[Click here to provide detail]***

1. ***If asking the BBA to draft a brief, please include the name and firm/office of a proposed brief writer, if known:***

***[Click here to provide detail]***

1. ***If asking the BBA to sign onto a brief prepared by another entity, please indicate, to the extent known:***
	1. The name of the entity preparing the brief: [Click here to add name]
	2. The name and firm/office of the brief writer: [Click here to add name]
	3. As to each entity signing onto the brief, the name of the entity and the name and firm/ office of it involved counsel: [Click here to add name]
2. ***The standard for filing an amicus brief is that the position sought to be advanced relates to (a) the practice of law; or (b) the administration of justice. Possible exceptions to this rule will be considered on case-by-case basis. Please provide a concise statement as to how this request relates to one of those categories.***

***[Click here to provide detail]***

1. ***If you are aware of whether or not the policy/principle of law to be supported has been adopted or rejected by the BBA Council, please provide references to when the BBA took action:***

***[Click here to provide detail]***

1. ***If you are aware that any member of the BBA Council is connected in any way to the litigation at the issue (including as counsel affiliated with the firms, offices or organizations representing the parties involved in the litigation), please identify such person(s).***

***[Click here to provide detail]***

1. ***For each other entity known to you who is not listed on this form, and who is intending to file sign onto a brief or from whom a brief has been requested, indicate, to the extant you are aware:***
	1. The entity’s name: [Click here to add name]
	2. The Name and firm/office of the entity’s involved counsel: [Click here to add name and affiliation]
	3. Whether the entity is expected to file its own brief or sign onto a brief prepared by another entity: ***[Click here to add detail]***
	4. The entity’s position: ***[Click here to add detail]***

**By submitting this form, you and the entity that you represent acknowledge receipt and acceptance of the terms of the BBA’s Policy Concerning the Preparation and Submission of Amicus Briefs.**

***Thank You***