

Supervising Attorney Agreement

Thank you for agreeing to serve as the supervising attorney for _____. To facilitate your work, I enclose copies of the following documents:

1. The Disciplinary Board Hearing Committee's Findings of Fact, Conclusions of Law and Recommended Discipline;
2. The Disciplinary Board, Board Panel Decision;
3. The Order from the New Mexico Supreme Court.
4. [anything else you think the supervisor needs]

As you can see from the Supreme Court Order, _____ has been placed on probation beginning on _____ for no less than _____. In the course of your supervision, we ask that you [here insert specifics of what is to happen: meetings, review of files, etc.].

As _____'s supervising attorney you are not expected to act as _____'s advocate. Instead, we ask that you provide our office with an honest assessment of _____'s work and compliance with the terms of [his/her] probation. You must **immediately** report to me or Chief Disciplinary Counsel, any problems or violations of the Court's Order or the instructions contained in this letter. Further, any time you spend on this matter for which you are seeking remuneration should be billed directly to _____. You will also need to file a report [how often] detailing your meeting(s) with _____. While the reports may be in an e-mail or letter format, they may be filed with the Supreme Court and you should insure that you respect the confidentiality of clients. If you have concerns in this regard you may contact our office before filing your report.

It is the position of the Office of Disciplinary Counsel that _____ may reveal information relating to the representation of clients pursuant to Rule 1.6. You should also respect the client confidentiality. Prior to reviewing files you should also run a conflicts check. If you have fewer than five (5) matters which you can simply not review as part of your duties no action is necessary. If, however, you have more conflicts we will need to consider seeking an alternate supervising attorney.

As a final matter, we have recently begun asking supervising attorneys to return to us an acknowledgement of their understanding of conditions of supervision and willingness to serve. Underneath my signature line you will find such an acknowledgement. Please sign and date the acknowledgement on the copy of this letter that we have included and return it to us in the enclosed, self-addressed stamped envelope.

We realize that serving as a supervising attorney places great demands on your time which is likely already at a premium. On behalf of the Disciplinary Board thank you for your willingness to assist in this matter. Of course if you have any questions or comments please do not hesitate to contact me or Mr. Slease.

Thank you and I look forward to working with you.

Signature block

I _____ understand the requirements and conditions associated with serving as _____'s supervising attorney and acknowledge my willingness to so serve.

Supervising attorney

Date