

Procedure and Guidelines for Resolutions and Services for deceased members in Lycoming County.

- A. Upon notification of the death of a defined lawyer of/from Lycoming County, the following guidelines shall be followed.
- B. The Executive Director of the LLA (hereinafter “Executive Director”) shall immediately send notification of a defined attorney’s death to the Chairperson of the LLA Bar History Committee (hereinafter “Chairperson”) and to the President of the LLA (hereinafter “President”).
- C. Criteria and Definition Qualification.
 - 1. The term lawyer shall be defined as follows:
 - a. A present or previous member of the Lycoming Law Association; or
 - b. An attorney who is eligible to join the Lycoming Law Association; or
 - c. An attorney who resides in Lycoming County; or
 - d. An attorney currently or previously admitted to the Lycoming County Court; or
 - e. Any other attorney who the Chairperson or the President determines to be appropriate, including, but not limited to, County, State, and Federal Judges from Pennsylvania or any other attorney licensed to practice in Pennsylvania.
 - 2. The term lawyer shall include:
 - a. An attorney who was practicing law at the time of death; or
 - b. An attorney who is disbarred or suspended by the Pennsylvania Supreme Court Disciplinary Board; or
 - c. An attorney who has resigned voluntarily from practice of law; or
 - d. Any other attorney who the Chairperson or the President determines to be appropriate.
- D. Appointment/Designation of Resolution Committee.
 - 1. A Resolution shall be prepared and a Memorial Service scheduled for each eligible deceased attorney, except for extraordinary circumstances.
 - 2. The Chairperson, or a designee, shall make contact with the deceased lawyer’s family or representative. The Family may suggest attorneys they would like to serve on a Resolution Committee, as well as their interest in a public memorial service at the Courthouse. This is a suggestion only and is not binding on the LLA.
 - 3. The Chairperson will establish a Resolution Committee, which shall include a minimum of three (3) Lycoming County lawyers, but shall not exceed five (5) members.

4. The Chairperson will submit the names of the Resolution Committee to the President Judge, who shall enter an approved Appointment Order.

E. Resolution

1. The Chairperson shall establish and circulate the format for the Resolution to the Chairperson of the Resolution Committee. The Resolution Committee Chairperson shall ensure that the Resolution is completed within the proscribed format.
2. If a Memorial Service has been scheduled, the Resolution Committee Chairperson shall submit the Resolution to the Court for approval during the Special Session of Court. If a Memorial Service has not been scheduled, the Resolution Committee Chairperson shall submit the Resolution to the Court for approval.
3. The Resolution Committee Chairperson, or other designee, shall file the signed copy of the Resolution with the Lycoming County Prothonotary's Office.
4. The Resolution Committee Chairperson, or other designee, shall send a copy of the Resolution to the deceased lawyer's family.
5. The Resolution Committee Chairperson, or other designee, shall send a copy of the Resolution to the Executive Director, who will forward a copy of the Resolution to the Webmaster and to the Chairperson of the LLA Bar History Committee.
6. The Executive Director shall publish a copy of the approved Resolution in the Lycoming Reporter.

F. Memorial Service

1. The President Judge shall contact the Court Administrator to schedule a Special Session of court for a public memorial. The public memorial shall be scheduled for the earliest possible date and location in the Courthouse.
2. The President Judge shall arrange for a Court reporter to be present to make a transcript of the proceedings. Any expenses are the responsibility of the LLA.
3. The Executive Director shall publicize the Special Session by mail or e-mail to all LLA members, and if time permits, by notification in the Lycoming Reporter and LLA website.