



Court of Appeals

Memorandum

To: William L. Martin, III
From: H. Sparrow *HS*
Subject: IOM - Minor updates or corrections
Date: December 1, 2003

At your request, I have gone back through the IOM to determine if there are any corrections or revisions that should be made as the Court is considering the language of amendments discussed at the last banc meeting. The following are some minor changes I suggest be made at the same time.

1. Media Coverage of Court Proceedings, Page 29. The form requesting permission to install audio and video equipment indicates that the current court order on this subject was issued September 19, 2000, but Appendix 5 contains a 1994 order. Therefore, Paragraph B on page 29 should be altered to indicate the September 19, 2000 date and a copy of that order should replace the one currently in Appendix 5.
2. Travel/Dues Policy, Page 30. The judges approved a form for payment of membership dues which should be added as Appendix 15 and included in the Table of Appendices. Furthermore, a new sentence should be inserted into A (2) page 30 to state, "A judge shall complete the form in Appendix 15 to authorize payment of membership dues to professional organizations."
3. Inclement Weather, Page 54. Since Lola is updating the stations which will announce weather-related court closings, I suggest she update the list in item G.
4. Protocol on Disqualification and Recusal of Judges, Page 64. Per my notes in the IOM, a sentence

should be added to item 4 which would read, "The Clerk's memorandum shall also notify the newly assigned judge whether oral argument has been scheduled or a request is pending."

If you have any questions about the above items or wish me to do anything further, just let me know.