

PROGRAMS AND SERVICES
LEGAL ASSISTANCE AND *AMICUS* POLICY

Legal Information Service

The program set forth below is designed to assure the proper and most efficient use of staff attorneys.

Staff attorneys shall be available to provide information on school law to the following school officials:

- A. Members of any local board of education
- B. Chief school administrators
- C. Board secretaries
- D. School business officials and
- E. Associate members

Under no circumstances shall a staff attorney give legal advice, as opposed to legal information, to a school official.

- A. Legal advice is defined as a course of action recommended by an attorney and based upon the application of the law to a specific set of circumstances.
- B. Legal information is simply knowledge of the law conveyed by an attorney without a judgment or recommendation concerning a specific situation.

The legal information service shall be available during the normal business hours of the New Jersey School Boards Association.

Information shall be provided to school officials orally only and shall not be reduced to writing. Publicly available documents may be provided.

Nothing herein shall affect the existing program of legal consultation with school board attorneys.

Issued: June, 1987

Revised: September 13, 1991
July 6, 1994
May 2007
October 2009

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/6401R

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Amicus Curiae Participation

Participation may be internally initiated by the Association or on behalf of the individual board of education. The General Counsel shall notify the AMPSA members of all decisions to intervene as *amicus curiae*.

Assignment of Amicus Curiae Work

In order to provide effective and efficient *amicus curiae* service to boards of education and use the availability of Association resources to the best extent possible, the assignment of staff to *amicus curiae* work shall be done in the following manner; upon receipt of a request for *amicus curiae* participation, the General Counsel shall consider the following factors in assigning staff to prepare the brief:

- A. Current workload and available staff;
- B. Employment and topical skill sets of available staff;
- C. Furtherance of Association succession planning; and
- D. Needs of the Association.