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To: Sixth Circuit CM/ECF Registered Attorneys:

On behalf of the Judicial Conference Planning Committee, I am pleased to invite you to register for the 70th Judicial Conference of the Sixth Circuit. We are excited about this year's program and location, and we have made efforts to streamline conference registration by providing an online capability.

The Conference's headquarters will be the Columbus Renaissance Hotel, 50 North Third Street, Columbus, Ohio, and our overflow location for sleeping accommodations is the Hyatt on Capitol Square, 75 East State Street, located about two and one-half blocks from the Renaissance. If you choose to make your reservation online through the Sixth Circuit web page, choose one of the hotel links under Hotel Information, go to the bottom right corner of the page, and begin registration. For the Renaissance, choose "Attendee" in the "Who Are You" box and bypass "Your Access Code". If you choose to make your reservation by telephone, please call 1-800-266-9432 for the Renaissance; 1-888-421-1442 for the Hyatt. Please specify you are registering for the Sixth Circuit Judicial Conference.

The Conference commences for all judges at Noon, Tuesday, May 4th; the first event open to attorney registrants is the Abraham Lincoln presentation at 4:15 PM Tuesday. Plenary sessions are planned for all attendees Wednesday and Thursday morning, and Thursday's morning program concludes with two flights of breakout sessions focused on particular practice areas. District breakout sessions are being developed for Friday morning through coordination by Life Members and the district courts, and discussion outlines for these sessions may be posted on the Conference website at a later date. Activities are planned for each afternoon and evening.

Kindly note the following:

- We are trying to scale back our expenses, as well as be more friendly to the environment, by reducing outgoing conference mailings. Program information and conference-related links can be accessed through the Sixth Circuit's website: [www.ca6.uscourts.gov](http://www.ca6.uscourts.gov) and selecting "more information" under Sixth Circuit Judicial Conference, located at the top of the page. Information that can be viewed includes a draft program, activities summaries, speaker bios, registration links, and a Columbus tourism and events link. Please note that some of these materials are posted in draft form and links may be under construction. The site's contents may be modified between now and the Conference date, and you should check it for updates from time-to-time. Also note it is our intention to communicate with registered attendees by email only.
- We will seek CLE accreditation from the state bars in Kentucky, Ohio, and Tennessee. Once approved, information about approved hours and related forms will be posted on the Conference website.

- You may only register on-line if you pay your fees by credit card. If you elect to pay by credit card, your charge will not be processed before **April 10, 2010**.
- If you elect to pay by check, please follow directions for submitting contact information through the Conference website. Upon submission of your contact information, a registration form will be emailed to you. You must print the registration form, complete all information required, and return the form along with a check covering the expense of all events selected to the Circuit Executive's Office by mail. Do not fax or email the completed form as it cannot be processed without your check for payment of fees.
- Over 700 judges and attorneys registered for the last open conference in Chattanooga in 2008. For our planning purposes, and to ensure adequate space in all selected activities, we request that your registration materials be submitted, whether on-line or by mail, by **April 9, 2010**. Please also note that the cut-off date for making hotel reservations at the conference rate is **April 9th** for both properties. After that date, the conference rates may not be available.

We hope that you find these registration procedures to be workable and ask for your patience early-on as we adjust to the new system's capabilities and any unanticipated limitations. Please also note that we have included a "frequently asked questions" tab on the Conference website to address issues that you might experience as you work through the registration process.

We look forward to seeing you in Columbus.

Sincerely

/s/

Circuit Executive