



**THE
HAY-SELL
PITTSBURGH CHAPTER
PITTSBURGH, PA**

2022 -2023

MEMBER HANDBOOK AND DIRECTORY

IN MEMORIAM

HON. AMY REYNOLDS HAY
FEB. 25, 1949 – OCT. 14, 2010

W. EDWARD SELL
1923 – AUG. 15, 2004

ERIC SPRINGER
MAY 17, 1929 – SEPT. 5, 2020

THE TALE OF TWO INNS

In July of 1992, Karen Shichman Crawford, Esquire, embarked on a mission to establish an Inn in Pittsburgh, having experienced the value of the Inn concept during her practice in San Diego, California. Karen enlisted the support of the bench and bar. With the tireless efforts and support of Amy Reynolds Hay, in January 1993, the Pittsburgh Chapter was born. The first year brought the Inn concept to sixty Pittsburgh Chapter members. The enormous success of the Pittsburgh Chapter spawned three other Inn chapters in Pittsburgh, which are the Matrimonial American Inn of Court, the W. Edward Sell American Inn of Court (previously known as the University of Pittsburgh Inn of Court), and the Westmoreland American Inn of Court.

Upon Karen Shichman Crawford returning to California to continue her legal career and is now a Magistrate Judge in San Diego, Amy Reynolds Hay took over as the driving force to continue the Inns movement. Without Amy, there would not have been a Pittsburgh Chapter. Amy was an adjunct professor at the Pitt Law School teaching trial tactics. In 2003 Amy was sworn in as a U.S. Magistrate Judge but still continued her support of the Inns. On October 14, 2010 Judge Amy Reynolds Hay passed away. Immediately there was a groundswell among Inn members to rename the Pittsburgh Inn. Hence the Hon. Amy Reynolds Hay Inn of Court was born.

The University of Pittsburgh Chapter applied for its Charter on October 30, 1995 and was granted the Charter on November 7, 1995. The original signatories were Peter M. Shane, Dean, Sandra D. Jordan, Associate Dean, Dawne S. Hickton, Assistant Professor of Law and Professor W. Edward Sell. In March, 2005, the chapter was renamed and dedicated to the memory of the late Pitt Law School Dean Emeritus, W. Edward Sell. He enlightened all with his consistent fostering of the ideals of the American Inns of Court. A dedication ceremony for the newly renamed Inn occurred on March 10, 2005.

The Pittsburgh Chapter is extremely proud that two of its members have been selected by the American Inns of Court Foundation to receive the A. Sherman Christensen Award. The prestigious award is bestowed upon a member of the American Inns of Court who has provided distinguished, exceptional and significant leadership to the Inns movement. Our past Counsel, the Honorable William L. Standish, received the Christensen Award on October 14, 2000 and the Christensen Award was presented to Karen Shichman Crawford on October 24, 1998.

The Pennsylvania Bar Association Business Law Section created the W. Edward Sell Award to recognize an individual for his/her extraordinary contribution to the practice of business law in the Commonwealth of Pennsylvania. The W. Edward Sell Chapter was also recognized for the Achieving Excellence Program since the 2010-2011 program season and continued to hold that recognitions through the 2017-2018 program season.

ABOUT THE AMERICAN INNS OF COURT

AIC History

American Inns are patterned after the English Inns of Court. The first English Inn of Court was established in 1292 by King Edward I to provide housing for his barristers while they were trying cases in London. The English Inns grew in number and importance during the Middle Ages. The English Inns emphasized the value of learning the craft of lawyering from those already established in the profession. Their collegial environment fostered common goals and nurtured professional ideals and ethics.

In 1977, Chief Justice Warren E. Burger and other American lawyers and judges spent two weeks in England as part of the Anglo-American Exchange. The Chief Justice was particularly impressed with the collegial mentoring approach and, following his return to the United States, authorized a pilot program that could be adapted to the realities of law practice in the States.

Chief Justice Burger, former Solicitor General Rex Lee, and Senior United States District Judge A. Sherman Christensen founded the first American Inn of Court in 1980. The Inn was affiliated with the J. Reuben Clark School of Law at Brigham Young University in Provo, Utah. In 1985, the American Inns of Court Foundation was established, with 12 Inns, based on a recommendation of the Judicial Conference of the United States. Since then, the AIC movement has grown faster than any other organization of legal professionals. Today there are nearly 400 American Inns of Court in 48 states, the District of Columbia, Guam and Tokyo. Over 30,000 state, federal and administrative law judges, attorneys, law professors, and law students are active members of an American Inn of Court, and over 100,000 legal professionals are AIC alumni.

AIC Objectives

The American Inns of Court have adopted the traditional English model of legal apprenticeship. Through the mentoring process, the Inns are designed to improve the skills, professionalism and legal ethics of the bench and bar. The Inns help newer lawyers to become more effective advocates, with a keener awareness of ethics and civility. The objectives of each Inn are as follows:

- To establish a society of judges, lawyers, legal educators, law students, and others to promote excellence in legal advocacy in accordance with the Professional Creed of the American Inns of Court.
- To foster greater understanding of and appreciation for the adversary system of dispute resolution in American Law, with particular emphasis on ethics, civility, professionalism, and legal skills.
- To provide significant educational experiences that will improve and enhance the abilities of lawyers as counselors and advocates, and of judges as adjudicators and administrators.

- To promote interaction and collegiality among all legal professionals in order to minimize misapprehensions, misconceptions and failures of communication that obstruct the effective practice of law.
- To facilitate the development of law students, recent law school graduates and less experienced lawyers as skilled participants in the American court system.
- To preserve and transmit ethical values from one generation of legal professionals to the next.
- To build upon the genius and strengths of the common law and the English Inns of Court and to renew and inspire joy and zest in legal advocacy as a service worthy of constant effort and learning.

PROFESSIONAL CREED

WHEREAS, the Rule of Law is essential to preserving and protecting the rights and liberties of a free people; and

WHEREAS, throughout history, lawyers and judges have preserved, protected and defended the Rule of Law in order to ensure justice for all; and

WHEREAS, preservation and promulgation of the highest standards of excellence in professionalism, ethics, civility, and legal skills are essential to achieving justice under the Rule of Law;

NOW THEREFORE, as a member of an American Inn of Court, I hereby adopt this professional creed with a pledge to honor its principles and practices:

I will treat the practice of law as a learned profession and will uphold the standards of the profession with dignity, civility and courtesy.

I will value my integrity above all. My word is my bond.

I will develop my practice with dignity and will be mindful in my communications with the public that what is constitutionally permissible may not be professionally appropriate.

I will serve as an officer of the court, encouraging respect for the law in all that I do and avoiding abuse or misuse of the law, its procedures, its participants and its processes.

I will represent the interests of my client with vigor and will seek the most expeditious and least costly solutions to problems, resolving disputes through negotiation whenever possible.

I will work continuously to attain the highest level of knowledge and skill in the areas of the law in which I practice.

I will contribute time and resources to public service, charitable activities, and pro bono work.

I will work to make the legal system more accessible, responsive, and effective.

I will honor the requirements, the spirit and the intent of the applicable rules or codes of professional conduct for my jurisdiction and will encourage others to do the same.

DIVERSITY POLICY

The American Inns of Court embraces and encourages diversity and inclusiveness.

More than just an organization, the American Inns of Court is the embodiment of an ideal. We are dedicated to upholding the standards of the legal profession, to practicing law with dignity and respect, and to encouraging respect for our system of justice. Achieving a higher level of excellence and developing a deeper sense of professionalism occur only with an abiding commitment to the goals of diversity and inclusiveness.

The American Inns of Court firmly believes that personal diversity in all its aspects is essential to our ability to accomplish our mission. Diversity embodies all those differences that make us unique individuals and includes people of different race, ethnicity, culture, sexual orientation, gender, religion, age, personal style, appearance, physical ability as well as people of diverse opinions, perspectives, lifestyles, ideas and thinking. We value the differences in views and perspectives and the varied experiences that are part of a diverse membership. Diversity enriches and broadens our membership, which in turn leads to more creative and meaningful programs.

For the same reasons, the American Inns of Court values professional diversity. Legal professionals and law school faculty, administrators, and students, from all disciplines, from all practice types, from both the public and private sectors, from all economic strata, and from the least experienced to the most seasoned are vital to maximizing the Inn experience. Only by drawing and retaining a diverse membership will we guarantee the success of our unique organization as well as our respective professional pursuits. Therefore, the American Inns of Court are committed to creating and maintaining a culture that promotes and supports diversity not only throughout our organization, but in our profession as well.

2022-2023 Guidelines

1. *Purpose*

The purpose of the Inns of Court is to promote the following in the legal profession:

- Legal Excellence
- Civility
- Professionalism
- Ethics

2. *Categories of Inns Membership*

The following are general guidelines. Although every effort is being made to place members in the category consistent with their years of legal experience, the necessity to keep the membership categories balanced may mean that you are not currently assigned to the proper category. We have made improvements in placement and will continue to move toward having every member appropriately placed.

Masters

- Commitment: Three years of active participation (after the third year of active participation, members may opt to remain in the Inns as Honorary Masters on an indefinite term)
- Experience level: Judges and senior lawyers with a minimum of 10 years of litigation experience
- Selection by invitation of the Executive Committee

Barristers

- Commitment: Two to three-year term
- Experience level: Minimum of five years of litigation experience
- Selection: By invitation of the Membership Committee upon submission of application

Associates

- Commitment: One-year term
- Experience level: Less than five years of litigation experience
- Selection: By invitation of the Membership Committee upon submission of application

Pupils

- Commitment: One-year term
- Experience level: Second and third-year law students
- Selection: By invitation of the Membership Committee upon submission of application

In addition to the active members, this Chapter extends “honorary” status to Masters.

Honorary Masters

- May be assigned to a pupillage group and encouraged to participate in that group’s educational program development and presentation.
- Many Honorary Masters attend the Chapter’s monthly meetings, although they are not required to do so.

Membership is open to all qualified individuals, regardless of race, color, sex, age, religion, sexual orientation, national origin, or disability. This Chapter’s members are drawn primarily from Western Pennsylvania and Allegheny County in particular. This Chapter’s membership reflects the rich diversity of the bench and bar in this area and includes counsel for plaintiffs and defendants, in-house and outside counsel, civil and criminal attorneys, state and federal court practitioners and judges, trial and appellate counsel and judges, solo practitioners, government attorneys, corporate counsel, law professors, and counsel practicing with small, medium and large firms. Efforts are made to ensure that no law firm or type of practice is disproportionately represented.

3. *Pupillage Groups*

The Chapter’s members are divided into pupillage groups. The Executive Board selects the group members and ensures that each group includes Masters, Honorary Masters, Barristers, Associates and Law Students who would not otherwise encounter each other frequently in their daily work. Group assignments may be changed for good cause. Members desiring to change groups must request to do so as early as possible. They may also be asked to find a member of another group willing to take their place and inform the president of the changes.

The pupillage groups meet on several occasions to prepare their program. The groups choose their own meeting places and times. Each group has a designated “group leader” who is responsible for scheduling the group meetings.

Each pupillage group must prepare and present one of the Chapter’s programs. Suggested program topics of interest are formulated by the Program Committee and assigned to each pupillage group. (Modifications to the assigned program topic may be requested, so long as approval is obtained from the Program Chair to insure there is no duplication of programs in any given year.) The group’s responsibilities include: (1) selecting the format most likely to present the assigned topic in an interesting manner; (2) preparing and copying for

distribution any written materials; and (3) preparing an AIC Demonstration Report which is submitted to the President for transmission to the AIC Foundation. For presentation purposes, programs are structured to elicit audience participation and to foster general discussion.

In addition to presenting a program, the pupillage groups provide Inn members an opportunity to become better acquainted with other lawyers practicing in our legal community and with members of the bench. The pupillage groups are the principal component of the Inn's mentoring activities. Their diverse membership is intended to build an inter-generational relationship that encourages frank and personal discussion of matters of practice, ethics, civility, and all other aspects of the practice of law. The most experienced members of the group are encouraged to pass on the best of the practice to the less experienced members. Accordingly, Masters are encouraged to provide their Associate colleagues with opportunities to observe them in court, in depositions, or in the office. Masters are also expected to schedule and participate in social gatherings of their pupillage group.

4. *Selection of Members*

The Executive Committee extends invitations for membership each summer. In extending invitations to renew membership, the Committee considers the participation and attendance of members in accordance with the Bylaws. Vacancies are filled by vote of the Committee based on the needs of the Chapter.

The Chapter seeks applicants for membership through nomination from current members as well as by advertising in local legal journals. The Chapter strives to identify persons who have a demonstrated interest in developing their own professional skills and in improving the quality of litigation in our legal community. The Chapter favors making the Inn experience available to as many lawyers as possible. Former members of the Chapter may re-apply; however, new applicants will generally be given priority.

5. *Attendance Policy*

Members are reminded that because this is truly a participatory organization, attendance at each meeting is vital to the success of the programs and the overall mission of the Inns. As a general rule, those who have at three (3) or more unexcused absences for the year may not be considered to have actively participated and may not be invited to return for the following year. However, we encourage former members to reapply when their schedules permit active participation. We ask that you assist us in keeping accurate attendance records by signing in at each meeting, whether or not you submit the paperwork necessary to obtain your continuing legal education credits.

If you are unable to attend a monthly meeting, you must inform the Administrator in writing prior to the meeting of the reason for your absence. Absences without advance written notice are considered to be unexcused.

If, at the last minute, you are unable to attend a monthly meeting, you are encouraged to send a “substitute” colleague who may enjoy the Inn experience. Please advise the Administrator of this substitution so that your colleague may be properly introduced at the meeting.

6. *Guest Policy*

The Chapter’s programs are primarily for the members’ benefit. However, members may invite guests to join them from time to time. Members who wish to invite guests must inform the president in advance of the meeting of their guests’ names so that they may be introduced at the beginning of the program. Members must agree to be responsible for the catering costs for their guests and for the CLE fee, if the guests desire credit. Members may pay for their guests prior to or at the meeting. The catering cost per meeting during 2022-2023 is \$40 per guest.

Guests who attend meetings as the last minute “substitute” will not incur any catering charge.

Members are encouraged to invite prospective members in accordance with this policy.

7. *Guidelines for Expense Reimbursement*

These guidelines are intended to confirm the Chapter’s practice to date with regard to reimbursement of expenses for pupillage groups. These guidelines have been developed to ensure that pupillage groups and individual members know which expenses in connection with Inns of Court activities are reimbursable and in keeping with the Inns’ mission.

1. Expenses incurred in preparation of materials for use in presentations by pupillage groups are generally considered non-reimbursable. Our Chapter’s position is that we look to the law firms with whom our members are associated to absorb the expense of photocopying and reproducing materials for use in presentations. The Executive Board will consider requests for reimbursement of extraordinary expenses for photocopying and reproduction on a case-by-case basis.
2. Honoraria, gifts, speaker fees or any other expenses directly connected with a guest speaker must be approved in advance by the Executive Board. Where pre-approval is not sought or given, there will be no reimbursement for such expenses.

3. It is imperative that expenses for joint presentations between this AIC Chapter and any other Chapter be submitted for pre-approval according to the guidelines set forth above before any Chapter member commits to the payment of such expenses.
4. The Executive Board will consider any request for any expense reimbursement on a case-by-case basis.

8. *Mentoring*

Mentoring of less experienced attorneys and law students is an important aspect of our Inn's experience. While it is necessary to meet during the year to prepare programs, Masters and Barristers are encouraged to take the lead in inviting members of their pupillage groups to attend trials and other legal proceedings, and, in general, to foster an educational and collegial atmosphere.

We recently established a more formal Mentoring Program in which one Master or Barrister is paired with one Associate or Pupil who has requested a mentor. Details on the Program are furnished to Inn members early in the Inn program year. Please contact one of the Co-Chairs of the Mentoring Committee if you are interested in this Program.

9. *Continuing Legal Education*

This Chapter has been certified as a Continuing Legal Education (CLE) provider by the Pennsylvania Commission on Continuing Legal Education. Members may earn as many as 8 hours of CLE credit, including 1 hour of ethics, by attending and participating in all eight of the Chapter's programs. Each program is accredited for 1 hour; active participation in your pupillage group's presentation garners another 1 hour. Members desiring to obtain CLE credit should submit the election form and fee to the Chapter. Members are required to complete an evaluation and attendance form at the conclusion of each program.

The CLE yearly assessment for members is a blanket fee of \$150, regardless of the number of meetings attended. The CLE assessment for guests is \$40 per meeting.

To be sure that you are given the number of credits to which you are entitled, you must provide the evaluation form to the administrator or her representative before you leave the meeting. If you do not submit an evaluation form at the end of a program, it will be your responsibility to self-report. You can find the necessary forms and instructions at www.pacle.org.

10. Fees

Annual Membership Dues:

<u>Category</u>	<u>2022-2023 Dues</u>
Honorary Master	\$ 0
Master	\$260
Barrister	\$215
Associate	\$185
Student	\$ 25

CLE Credit Fee (*optional*): \$150 (prepaid with dues)

The dues defray the Inn's operating expenses, including the catering cost for the monthly meetings and the national dues paid to the AIC Foundation. Dues statements are sent out in late summer and prompt payment is expected. Special circumstances relating to deferred payment of dues should be addressed to the Chapter's secretary/treasurer.

Any Associate or Barrister in need of financial assistance may confidentially write to the Chapter's administrator and, subject to approval by the Executive Board, receive dues assistance from the Judge Livingstone Johnson Scholarship Award Fund.

Those members interested in receiving CLE credit are required to submit their CLE Election Form and CLE payment (\$150) together with their dues payment.

11. Administration

Our Inn Administrator is Linda Gutowski. You are encouraged to direct inquiries of an administrative nature to her.

Linda Gutowski, Administrator
Hay – Sell Pittsburgh Chapter
American Inn of Court
1281 Beagle Drive
Bethel Park, PA 15102

Phone: (412) 263-1817
Mobile: (412) 760-6951
Email: leg@pietragallo.com

12. National Headquarters

American Inns of Court
225 Reinekers Lane, Suite 770
Alexandria, VA 22314

Main Phone: (703) 684-3590
Main Fax: (703) 684-3607
www.innsforcourt.org

AIC FOUNDATION

By becoming members of a local American Inn of Court, individuals automatically become members of the AIC Foundation. The primary objectives of the Foundation are to charter Inns nationwide; to serve Inns and foster communication between Inns; to assist and encourage the organization of new Inns; and to encourage membership in an American Inn of Court. As a member of the AIC Foundation, Hay-Sell Chapter members receive a subscription to *The Bench* magazine, published bimonthly. Members also receive a *National Handbook & Membership Directory*, published annually, which contains a full membership listing.

Members are eligible to attend the annual regional events, such as Leadership Summits, and National events, such as the Conversation on Civility. Additionally, members traveling to England may obtain letters of introduction to one of four English Inns of Court. The AIC's website can be found at www.innsforcourt.org.

2022-2023 PUPILLAGE GROUPS

September 22, 2022

Group Leader: **Chuck DeMonaco**

Title: **Environmental Social Governance**

October 20, 2022

Group Leader: **Matthew Gailey**

Title: **Legal Jeopardy**

November 17, 2022

Group Leader: **Joel Hurt**

Title: **Specialty Courts on Federal and State Levels**

January 19, 2023

Group Leader: **Cheryl Esposito Kaufman**

Title: **Ethics – Forming and Terminating Client Relationships**

February 16, 2023

Group Leader: **Prof. Ben Bratman**

Title: **How do I get out of this deal? (Contracts)**

March 16, 2023

Group Leader: **Sunu Pillai**

Title: **Block Chain for Dummies**

April 20, 2023

Group Leader: **The Art of Deposition**

Title: **John Gisleson**

May 18, 2023

Group Leader: Program or dinner only (to be determined)

Title: N/A

2022-2023 Officers and Executive Committee Members

OFFICERS FOR THE 2022-2023 INN YEAR

President:	John K. Gisleson
Vice President:	Gregory Teufel
Counselor:	Hon. W. Scott Hardy
Treasurer:	Sunu M. Pillai

2022 -2023 Committees

Program

Committee Co-Chairs: Nicholas Bell and Matthew Gailey
Committee Members: Andrew Horowitz and Cory Omasta

Awards

Committee Chair: Mary Kate Coleman
Committee Members: Chuck DeMonaco, Nancy Heilman, Cheryl Kaufman, Stuart Gaul,
Paul Titus and Joel Hurt

Barrister Representative

Committee Chair: Nadia V. Lazo

Associate Representative

Committee Chair: Michelle Stacko and Cory Omasta

Lunch with the Judges

Committee Chair: Prof. Ben Bratman
Advisor: Hon. Thomas M. Hardiman

Mentoring

Committee Co-Chairs: Cheryl L. Esposito Kaufman and Kenneth J. Witzel

Membership

Committee Co-Chairs: Robert P. Normann, Bradley J. Kitlowski and
Matthew E. Becker

Pro Bono Committee

Committee Co-Chairs: Charles A. De Monaco and Robert P. Normann

University of Pittsburgh School of Law Liaison

Professor Ben Bratman

Coordinators

Website Coordinator: Jeff Stacko

Administrator

Linda Gutowski