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STEVEN R. SCHUH
County Executive

EXECUTIVE ORDER NUMBER 11

**TO RESTRICT THE OUTSIDE PRACTICE OF LAW
BY ATTORNEYS IN THE OFFICE OF LAW**

WHEREAS, the County Executive establishes the policy reflected in this Order to ensure that lawyers employed in the Anne Arundel County Office of Law devote their full professional time and attention to their duties as assigned by the County Attorney, avoid conflicts of interest and the appearances of conflicts of interest, and are available to represent the County in all assignments without any limitation attributable to the representation of clients other than the County; and

WHEREAS, it is the policy of Anne Arundel County that attorneys employed in the Office of Law not engage in the outside practice of law as a condition of their employment with the County, subject to the exceptions described in this Order; and

WHEREAS, this policy does not apply to the County Attorney, who is prohibited from the outside practice of law by Section 525 of the County Charter, or to outside counsel retained by the County; and

WHEREAS, the policy does not apply to attorneys employed on a contractual basis unless the County Attorney extends the provisions of this Order to them by incorporating it into the written agreement required by § 6-2-106 of the Anne Arundel County Code; and

WHEREAS, personnel, services, equipment, and other resources employed or procured using County funds are for the benefit of County citizens and may not be used in the performance of any pro bono legal service under the rules or policies of any State or federal court.

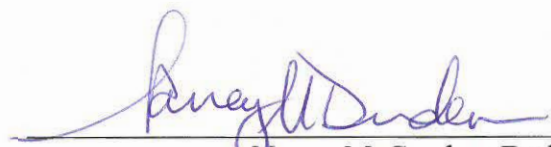
NOW, THEREFORE, I, Steven R. Schuh, County Executive, by virtue of the authority vested in me by the Charter and laws of Anne Arundel County, Maryland, hereby order and direct on this 19 day of April, 2016, as follows:

1. With respect to this Order, the following definitions will be applied:
 - a. "Attorney" and "Office for the practice of law" have the meanings set forth in Maryland Rule 16-701;
 - b. "Practice law" has the meaning set forth in § 10-101 of the Business Occupations and Professions Article of the State Code; and
 - c. "Qualifying relative" has the meaning described in § 7-1-101 of the Anne Arundel County Code.
2. Attorneys in the Office of Law shall not:
 - a. Practice law other than in the performance of their duties as assigned by the County Attorney or as provided in paragraph 3;
 - b. Maintain an office for the practice of law other than the Office of Law; or
 - c. Use the personnel, equipment, services, or other resources of the County to practice law other than in the performance of their duties as assigned by the County Attorney.
3. Attorneys in the Office of Law may:
 - a. Provide legal advice without compensation to a qualifying relative that does not involve an appearance before a court or administrative agency;
 - b. Participate in training events, with the approval of the County Attorney; and
 - c. Represent themselves in matters arising from their personal affairs, but prior approval of the County Attorney is required for representation in court or before an administrative agency.
4. This Order is in addition to the prohibitions on legal practice described in Section 529 of the County Charter.

This Executive Order shall be archived at the Office of Law and remain in existence until altered or terminated by a subsequent Executive Order.


STEVEN R. SCHUH
County Executive

Approved as to form and legal sufficiency:


Nancy McCutchan Duden
County Attorney