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**APPROVED**  
**OCT 14 1974**

ACTION

**THE WHITE HOUSE**  
**WASHINGTON**

Last Day: October 23

October 11, 1974

*Announced  
10/14/74  
To ARCHIVES  
10/15/74*

MEMORANDUM FOR THE PRESIDENT  
FROM: KEN COLE  
SUBJECT: House Joint Resolution 898 - National  
Legal Secretaries' Court Observance  
Week along with a Proposed Proclamation

Attached for your consideration is House Joint Resolution 898, sponsored by Representative Spence, along with a proposed proclamation designating the week beginning October 14, 1974 as National Legal Secretaries' Court Observance Week.

Roy Ash recommends approval and provides you with additional background information in his enrolled bill report. (Tab A).

We have checked with the Counsel's office (Chapman), Bill Timmons, and Paul Theis who also recommend approval.

RECOMMENDATION

That you sign both the House Joint Resolution 898 (Tab B) and the proposed proclamation (Tab C).



APPROVED  
OCT 14 1974

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

OCT 10 1974

MEMORANDUM FOR THE PRESIDENT

Subject: Enrolled Bill H.J. Res. 898 - National Legal Secretaries' Court Observance Week  
Sponsor - Rep. Spence (R) South Carolina

Last Day for Action

Since the joint resolution prescribes the second full week in October (which begins next Monday) as Secretaries' Week, we recommend prompt signing.

Purpose

Authorizes the President to proclaim the second full week in October 1974 as "National Legal Secretaries' Court Observance Week."

Agency Recommendations

Office of Management and Budget

Approval

Department of Justice

No objection

Discussion

H.J. Res. 898 requests you to issue a proclamation designating the second full week in October 1974 as "National Legal Secretaries' Court Observance Week" and calling upon the people of the United States to observe the week with appropriate ceremonies and activities.

A proposed proclamation is attached for your consideration. It was prepared by this Office and approved by the Justice Department as to form and legality. The proposed proclamation

emphasizes the important role of legal secretaries in our judicial system and the benefits which would result from visits by the legal secretaries to the courts during their court observance week.

*Wilfred H. Rommel*

Assistant Director for  
Legislative Reference

Enclosures

To Warren  
Hendricks  
10-11-74  
8:45 a.m.

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

OCT 10 1974

MEMORANDUM FOR THE PRESIDENT

Subject: Enrolled Bill H.J. Res. 898 - National Legal Secretaries' Court Observance Week  
Sponsor - Rep. Spence (R) South Carolina

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Agency Recommendations

Office of Management and Budget	Approval
Department of Justice	No objection

Discussion

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A proposed proclamation is attached for your consideration. It was prepared by this Office and approved by the Justice Department as to form and legality. The proposed proclamation

NATIONAL LEGAL SECRETARIES' COURT OBSERVANCE WEEK

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BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

The Legal-Judicial System of this Nation is an indispensable part of our Constitutional form of government. Legal secretaries are an essential, but often under-recognized, part of that System who make it function effectively. Many believe that legal secretaries could make a greater contribution if they were given greater opportunity to observe courtroom proceedings.

To afford proper recognition for this group of highly dedicated and extraordinarily-qualified individuals, and to encourage their exposure to courtroom proceedings, the Congress by House Joint Resolution 898 of the Ninety-third Congress, has requested the President to proclaim the second full week in October, 1974, as National Legal Secretaries' Court Observance Week.

NOW, THEREFORE, I, GERALD R. FORD, President of the United States of America, do hereby designate the week beginning October 14, 1974, as National Legal Secretaries' Court Observance Week. I call upon the people of the United States to observe that week with appropriate ceremonies and activities.

emphasizes the important role of legal secretaries in our judicial system and the benefits which would result from visits by the legal secretaries to the courts during their court observance week.

*Wilfred H. Rowland*

Assistant Director for  
Legislative Reference

Enclosures

Furthermore, I call upon the legal community, throughout that week and during the ensuing year, to enhance their legal secretaries understanding of their role in the administration of justice in this Nation by affording them more opportunities to observe actual courtroom proceedings.

IN WITNESS WHEREOF, I have hereunto set my hand this                    day of                    , in the year of our Lord nineteen hundred seventy-four, and of the Independence of the United States of America the one hundred and ninety-ninth.



**APPROVED**  
**OCT 14 1974**

ACTION

THE WHITE HOUSE

WASHINGTON

Last Day: October 23

October 11, 1974

MEMORANDUM FOR THE PRESIDENT  
FROM: KEN COLE  
SUBJECT: House Joint Resolution 898 - National  
Legal Secretaries' Court Observance  
Week along with a Proposed Proclamation

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Roy Ash recommends approval and provides you with additional background information in his enrolled bill report. (Tab A).

We have checked with the Counsel's office (Chapman), Bill Timmons, and Paul Theis who also recommend approval.

RECOMMENDATION

That you sign both the House Joint Resolution 898 (Tab B) and the proposed proclamation (Tab C).



Department of Justice  
Washington, D.C. 20530

OCT 15 1974

Honorable Roy L. Ash  
Director, Office of Management  
and Budget  
Washington, D.C. 20503

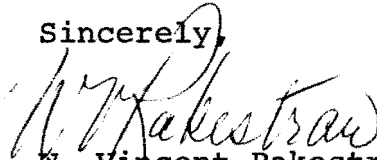
Dear Mr. Ash:

In compliance with your request, I have examined a facsimile of the enrolled H.J. Res. 898, "Authorizing the President to proclaim the second full week in October of 1974 as 'National Legal Secretaries' Court Observance Week.'"

The enrolled joint resolution would authorize and request the President to issue a proclamation designating the second full week in October 1974 as '"National Legal Secretaries' Court Observance Week," and calling for its observance with appropriate ceremonies and activities. Such proclamations are hortatory and do not have legal force or effect.

The Department of Justice has no objection to Executive approval of this joint resolution.

Sincerely,



W. Vincent Rakestraw  
Assistant Attorney General



THE WHITE HOUSE

ACTION MEMORANDUM

WASHINGTON

LOG NO.: 646

Date: October 11, 1974

Time: 9:30 a.m.

FOR ACTION:  Geoff Shepard  
 Phil Buchen  
 Bill Timmons  
 Paul Theis

cc (for information): Warren K. Hendriks  
Jerry Jones

FROM THE STAFF SECRETARY

DUE: Date: Today, October 11, 1974

Time: 3:00 p.m.

SUBJECT: Enrolled Bill H.J. Res. 898 - National Legal Secretaries' Court Observance Week and proposed proclamation entitled "National Legal Secretaries' Court Observance Week"

ACTION REQUESTED:

For Necessary Action

For Your Recommendations

Prepare Agenda and Brief

Draft Reply

For Your Comments

Draft Remarks

REMARKS:

Please return to Kathy Tindle - West Wing

Thank you.

898d  
23

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED.


If you have any questions or if you anticipate a delay in submitting the required material, please telephone the Staff Secretary immediately.

K. R. COLE, JR.  
For the President

THE WHITE HOUSE  
WASHINGTON

10/11/74

TO: WARREN HENDRIKS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Robert D. Linder

Date: October 11, 1974

Time: 9:30 a.m.

FOR ACTION: Geoff Shepard  
✓ Phil Buchen  
Bill Timmons  
Paul Theis

cc (for information): Warren K. Hendriks  
Jerry Jones

FROM THE STAFF SECRETARY

DUE: Date: Today, October 11, 1974

Time: 3:00 p.m.

SUBJECT: Enrolled Bill H.J. Res. 898 - National Legal Secretaries' Court Observance Week and proposed proclamation entitled "National Legal Secretaries' Court Observance Week"

ACTION REQUESTED:

- For Necessary Action
- For Your Recommendations
- Prepare Agenda and Brief
- Draft Reply
- For Your Comments
- Draft Remarks

REMARKS:

Please return to Kathy Tindle - West Wing

Thank you.

*No objection  
H.C.*

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED.

If you have any questions or if you anticipate a delay in submitting the required material, please telephone the Staff Secretary immediately.

Warren K. Hendriks  
For the President

THE WHITE HOUSE  
WASHINGTON

**RUSH**  
LOG NO.: 646

ACTION MEMORANDUM

Date: October 11, 1974

Time: 9:30 a.m.

FOR ACTION: ✓ Geoff Shepard  
Phil Buchen  
Bill Timmons  
Paul Theis

cc (for information): Warren K. Hendriks  
Jerry Jones

FROM THE STAFF SECRETARY

DUE: Date: Today, October 11, 1974

Time: 3:00 p.m.

SUBJECT: Enrolled Bill H.J. Res. 898 - National Legal Secretaries' Court Observance Week and proposed proclamation entitled "National Legal Secretaries' Court Observance Week"

ACTION REQUESTED:

For Necessary Action

For Your Recommendations

Prepare Agenda and Brief

Draft Reply

For Your Comments

Draft Remarks

REMARKS:

Please return to Kathy Tindle - West Wing

Thank you.

*No objection, but these proclamations are becoming absurd.*  
H.

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED.

If you have any questions or if you anticipate a delay in submitting the required material, please telephone the Staff Secretary immediately.

Warren K. Hendriks  
For the President

THE WHITE HOUSE

WASHINGTON

October 11, 1974

MEMORANDUM FOR: MR. WARREN HENDRIKS

FROM:

WILLIAM E. TIMMONS *W. E. Timmons*

SUBJECT:

Action Memorandum - Log No. 646  
Enrolled Bill H. J. Res. 898 - National Legal  
Secretaries Court Observance Week and  
Proposed Proclamation entitled "National Legal  
Secretaries' Court Observance Week"

The Office of Legislative Affairs concurs in the attached proposal and has no additional recommendations.

Attachment

ACTION MEMORANDUM

WASHINGTON

Date: October 11, 1974

Time: 9:30 a.m.

FOR ACTION: Geoff Shepard  
Phil Buchen  
Bill Timmons  
Paul Theiscc (for information): Warren K. Hendriks  
Jerry Jones

FROM THE STAFF SECRETARY

DUE: Date: Today, October 11, 1974

Time: 3:00 p.m.

SUBJECT: Enrolled Bill H.J. Res. 898 - National Legal Secretaries'  
Court Observance Week and proposed proclamation entitled  
"National Legal Secretaries' Court Observance Week"

## ACTION REQUESTED:

 For Necessary Action For Your Recommendations Prepare Agenda and Brief Draft Reply For Your Comments Draft Remarks

## REMARKS:

Please return to Kathy Tindle - West Wing

Thank you.

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED.

If you have any questions or if you anticipate a delay in submitting the required material, please telephone the Staff Secretary immediately.

Warren K. Hendriks  
For the President



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

OCT 10 1974

MEMORANDUM FOR THE PRESIDENT

Subject: Enrolled Bill H.J. Res. 898 - National Legal Secretaries' Court Observance Week  
Sponsor - Rep. Spence (R) South Carolina

Last Day for Action

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Purpose

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Agency Recommendations

Office of Management and Budget

Approval

Department of Justice

No objection

Discussion

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*Wilfred H. Rowland*

Assistant Director for  
Legislative Reference

Enclosures

NATIONAL LEGAL SECRETARIES' COURT OBSERVANCE WEEK

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BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

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To afford proper recognition for this group of highly dedicated and extraordinarily-qualified individuals, and to encourage their exposure to courtroom proceedings, the Congress by House Joint Resolution 898 of the Ninety-third Congress, has requested the President to proclaim the second full week in October, 1974, as National Legal Secretaries' Court Observance Week.

NOW, THEREFORE, I, GERALD R. FORD, President of the United States of America, do hereby designate the week beginning October 14, 1974, as National Legal Secretaries' Court Observance Week. I call upon the people of the United States to observe that week with appropriate ceremonies and activities.

Furthermore, I call upon the legal community, throughout that week and during the ensuing year, to enhance their legal secretaries understanding of their role in the administration of justice in this Nation by affording them more opportunities to observe actual courtroom proceedings.

IN WITNESS WHEREOF, I have hereunto set my hand this                    day of                    , in the year of our Lord nineteen hundred seventy-four, and of the Independence of the United States of America the one hundred and ninety-ninth.

OK  
AT

NATIONAL LEGAL SECRETARIES' COURT OBSERVANCE WEEK

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

Our vast and complex system of justice cannot function without the skill and dedication of our Nation's legal secretaries. Without these ~~unsung~~ <sup>S</sup>heroines of the legal process, the wheels of justice would grind to a permanent halt. ~~They~~ <sup>the</sup> deserve ~~our~~ praise, ~~our~~ gratitude and ~~our~~ respect. ~~One way in which their employers can demonstrate this is by giving their legal secretaries greater opportunities to observe courtroom proceedings -- to see more of the system they serve in action.~~

*not only of their employers but of the system which they serve so well.*

*their appreciation for jobs well done*

To pay tribute to this fine group of Americans, and to encourage their exposure to courtroom proceedings, the Congress by House Joint Resolution 898 of the Ninety-third Congress, has requested the President to proclaim the second full week in October, 1974, as National Legal Secretaries' Court Observance Week.

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day of \_\_\_\_\_, in the year of our Lord nineteen  
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of America the one hundred ~~and~~ ninety-ninth.

# # #

(Bakshian - edit)

October 11, 1974

NATIONAL LEGAL SECRETARIES' COURT OBSERVANCE WEEK, 1974

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

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day of , in the year of our Lord nineteen  
hundred seventy-four, and of the Independence of the United States  
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# # #



NATIONAL LEGAL SECRETARIES' COURT  
OBSERVANCE WEEK, 1974

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IN WITNESS WHEREOF, I have hereunto set my hand this  
day of October, in the year of our Lord nineteen  
hundred seventy-four, and of the Independence of the United  
States of America the one hundred ninety-ninth.

NATIONAL LEGAL SECRETARIES' COURT  
OBSERVANCE WEEK, 1974

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# Ninety-third Congress of the United States of America

AT THE SECOND SESSION

*Begun and held at the City of Washington on Monday, the twenty-first day of January,  
one thousand nine hundred and seventy-four*

## Joint Resolution

Authorizing the President to proclaim the second full week in October, 1974, as  
"National Legal Secretaries' Court Observance Week".

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the President is hereby authorized and requested to issue a proclamation designating the second full week in October, 1974, as "National Legal Secretaries' Court Observance Week", and calling upon the people of the United States to observe such week with appropriate ceremonies and activities.*

*Speaker of the House of Representatives.*

*Vice President of the United States and  
President of the Senate.*



Office of the White House Press Secretary

THE WHITE HOUSE

NATIONAL LEGAL SECRETARIES' COURT  
OBSERVANCE WEEK, 1974

- - - - -

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA  
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IN WITNESS WHEREOF, I have hereunto set my hand this fourteenth day of October, in the year of our Lord nineteen hundred seventy-four, and of the Independence of the United States of America the one hundred ninety-ninth.

GERALD R. FORD

# # # # #

October 11, 1974

Dear Mr. Director:

The following bills were received at the White House on October 11th:

H.J. Res. 898	H.R. 11510
H.R. 3903	H.R. 13113
H.R. 9075	H.R. 13261

Please let the President have reports and recommendations as to the approval of these bills as soon as possible.

Sincerely,

Robert D. Linder  
Chief Executive Clerk

The Honorable Roy L. Ash  
Director  
Office of Management and Budget  
Washington, D. C.