The original documents are located in Box 9, folder “1974/10/14 HR898 National Legal Secretaries’ Court Observance Week” of the White House Records Office: Legislation Case Files at the Gerald R. Ford Presidential Library.

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Exact duplicates within this folder were not digitized.
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).
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
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
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. Rommel

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.
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).
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
ACTION MEMORANDUM

THE WHITE HOUSE

WASHINGTON

LOG NO.: 646

Date: October 11, 1974

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

XX 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.

K. R. COLE, JR.

For the President
THE WHITE HOUSE
WASHINGTON

10/11/74

TO: WARREN HENDRIKS

[Signature]

Robert D. Linder
THE WHITE HOUSE
WASHINGTON

Date: October 11, 1974

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

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
--- Prepare Agenda and Brief
--- For Your Comments

XX For Your Recommendations
--- Draft Reply
--- Draft Remarks

REMARKS:

Please return to Kathy Tindle - West Wing.

Thank you.

No objection
M.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
ACTION MEMORANDUM

THE WHITE HOUSE
WASHINGTON

RUSH

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
XX 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
MEMORANDUM FOR:  MR. WARREN HENDRIKS
FROM:          WILLIAM 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

THE WHITE HOUSE

WASHINGTON

Date: October 11, 1974

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

XX 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
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. Rosennel
Assistant Director for Legislative Reference

Enclosures
NATIONAL LEGAL SECRETARIES' COURT OBSERVANCE WEEK

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.
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.
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 heroines of the legal process, the wheels of justice would grind to a permanent halt. They 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.

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.

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 ninety-ninth.

# # #
NATIONAL LEGAL SECRETARIES' COURT OBSERVANCE WEEK, 1974

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

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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.

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.

# # #
NATIONAL LEGAL SECRETARIES' COURT OBSERVANCE WEEK, 1974

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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 heroines of the legal process, the wheels of justice would grind to a permanent halt. They deserve our praise, our gratitude and respect. One way in which their employers can demonstrate their appreciation for the work done is by giving their legal secretaries greater opportunities to observe courtroom proceedings -- to see more of the system they serve in action.

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.

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 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.
Our vast and complex system of justice cannot function without the skill and dedication of our Nation's legal secretaries. Without these unsung heroines of the legal process, the wheels of justice would grind to a permanent halt. They deserve the praise, gratitude and respect not only of their employers but of the system which they serve so well. One way in which their employers can demonstrate their appreciation for jobs well done is by giving their legal secretaries greater opportunities to observe courtroom proceedings -- to see more of the system in action.

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.

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
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.
FOR IMMEDIATE RELEASE

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

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 heroines of the legal process, the wheels of justice would grind to a permanent halt. They deserve the praise, gratitude and respect not only of their employers but of the system which they serve so well. One way in which their employers can demonstrate their appreciation for jobs well done is by giving their legal secretaries greater opportunities to observe courtroom proceedings — to see more of the system in action.

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.

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 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 12, 1974

Dear Mr. Director:

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

- H.R. Res. 866
- H.R. 3903
- H.R. 9075
- H.R. 11510
- H.R. 13113
- 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.