



CITY OF SAN ANTONIO

Office of the City Attorney
P.O. Box 839966
San Antonio, TX 78283-3966

[Date]

VIA ELECTRONIC MAIL

[email address]

Re: *Lobbying the City of San Antonio*

Dear Lobbyist:

The City Attorney provides legal representation to all departments of the City of San Antonio including its officers, directors, officials, boards and commissions, and employees when such persons are acting within the scope of their duties or employment.

As a reminder, Texas Disciplinary Rules for Professional Conduct Rule 4.02 prohibits an attorney from communicating with an entity of government who is represented by counsel. Rule 4.02 states:

- (a) In representing a client, a lawyer shall not communicate or cause or encourage another to communicate about the subject of the representation with a person, organization or entity of government the lawyer knows to be represented by another lawyer regarding that subject, unless the lawyer has the consent of the other lawyer or is authorized by law to do so.
- (b) In representing a client, a lawyer shall not communicate or cause another to communicate about the subject of representation with a person or organization a lawyer knows to be employed or retained for the purpose of conferring with or advising another lawyer about the subject of the representation, unless the lawyer has the consent of the other lawyer or is authorized by law to do so.
- (c) For the purpose of this rule, "organization or entity of government" includes: (1) those persons presently having a managerial responsibility with an organization or entity of government that relates to the subject of the representation, or (2) those persons presently employed by such organization or entity and whose act or omission in connection with the subject of representation may make the organization or entity of government vicariously liable for such act or omission.
- (d) When a person, organization, or entity of government that is represented by a lawyer in a matter seeks advice regarding that matter from another lawyer, the second lawyer is not prohibited by paragraph (a) from giving such advice without notifying or seeking consent

of the first lawyer.

Prior to requesting or agreeing to a meeting from the City of San Antonio, an attorney is responsible for notifying the City Attorney's Office and should provide:

- 1) the name of the individuals representing the City that the attorney is seeking to meet with;
- 2) the subject matter of the meeting;
- 3) the names of the non-City attorneys who will be attending the meeting including their firms and the clients they are representing; and
- 4) a statement that the attorney(s) will not be providing legal advice or input to the City representative(s) and will be acting solely as a lobbyist for their client.

The City Attorney's Office can attend as the legal advisor to the City representatives, as a professional courtesy and requirement.

You may submit the above information using firm letterhead or the attached form acknowledging that you are aware of the attorney-client relationship the City Attorney's Office has with City representatives and that you will comply with this protocol.

The City Attorney's Office appreciates your adherence to the Rules of Professional Conduct. Should you have any questions regarding this letter, you may contact the City Attorney's Office at (210) 207-8916.

Sincerely,

Andy Segovia
City Attorney



Notification of Meeting with City Representative

Please submit one per attendee.

Date: _____

Location: _____

City Representative: _____

Subject of Meeting: _____

Client Being Represented: _____

Date of Notification to City Attorney's Office: _____

By signing this document, I acknowledge that I have a duty as a licensed attorney in the State of Texas to notify the City Attorney's Office meetings scheduled with City Officials, including its officers such as the Mayor and City Council, directors, officials, boards and commissions, and other City employees, prior to the holding of the meeting. I am aware that an attorney from the City Attorney's Office may attend these meetings. I will not provide legal advice or input to the City representative(s) I am meeting with, and I will be acting solely as a lobbyist for my client.

Signature

Printed Name

State Bar No.: _____

Email address: _____

Contact number: _____