

Diocese of Dallas

Policy on Legal Counsel and Litigation

“**Entity**” means any diocesan entity (parish, parochial school, diocesan high school, seminary, Catholic Charities of Dallas, Inc., St. Joseph’s Residence, Inc., Texas Catholic Newspaper, Calvary Hill Cemetery, etc.).

Litigation

No Entity may initiate any litigation or hire counsel to initiate litigation on the Entity’s behalf without the prior consent of the Bishop of the Diocese. If such litigation appears necessary, the Chancellor should be contacted.

When any Entity is threatened with litigation, receives a demand letter or receives a summons or subpoena, the Chancellor and the Director of Risk Management at the Diocese are to be contacted immediately and before any response is made.

In any of these situations, retention of legal counsel will be a joint decision of the Chancellor and the Entity.

Legal Counsel for Transactions

As discussed in various other policies, legal counsel retained by the Diocese (presently Jackson Walker LLP) will provide appropriate review and counsel on all contracts, leases, financings and transactions that require diocesan approval. The Entity may be authorized to retain its own counsel after consultation with the Chancellor and the CFO, but counsel retained by the Diocese will review all documents.

Costs

The Entity will pay for the fees and costs of legal counsel involved in any of the above situations, unless it is determined by the Director of Risk Management that such costs are covered by the Casualty Insurance Plan.