

*Law Offices of Timothy H. Bellas*

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April 1, 1995

**VIA FAX and HAND DELIVERY**

The Honorable Carlos S. Camacho  
Chairman, Pre-Convention Committee  
Third CNMI Constitutional Convention  
Second Floor, Joeten Dandan Commercial Center  
Saipan, MP 96950

Re: Solicitation for Legal Services for the Third  
Constitutional Convention and Pre-Convention Committee.

Dear Chairman Camacho:

In response to the recent solicitation for proposals to provide legal services to the Pre-Convention Committee and the Third Constitutional Convention, I submit the attached proposal and my resume for your consideration.

As you know, I have been a resident of the CNMI for over thirteen years. In addition, as legal counsel for the 4th and 5th Legislatures I drafted numerous pieces legislation which are now Commonwealth laws. Furthermore, I provided some limited assistance to the Second Constitutional Convention during my time as legal counsel for the legislature.

Should you or the Commission wish to conduct personal interviews, please contact me at least three days in advance, so that I may arrange my schedule accordingly. I look forward to hearing from you and to discussing the merits of my proposal with you or the members of the Pre-Convention Committee. Aside from my legal skills, I think my experiences both professional and personal in the CNMI for the last thirteen years will assist you and the other delegates to perform the very arduous task before you. I sincerely hope that you will afford me this challenging opportunity.

Thank you for your consideration.

Sincerely,



Timothy H. Bellas  
Attorney At Law

cc: File

attachments.

## **LEGAL SERVICES PROPOSAL**

1. **Lawyer to Direct Legal Services.** Timothy H. Bellas. It is important to note that the solicitation specifies that the function of this attorney is "directing" the legal services to be provided. This therefore, presumes that the directing attorney will supervise other staff and resources and this proposal is based on such an assumption.

2. **Staffing Requirements for Pre-Convention and Convention.**

a. *Pre-Convention Period.* It is unspecified in the solicitation what the scope of services needed by the Pre-Convention Committee will be. It is likely that those services will be in the nature of consultations as to procedures to be implemented for the administration of the Convention. As a minimum the Pre-Convention Committee should consider the publication of a manual on parliamentary procedure and the legislative process. This could be distributed to the delegates during the opening ceremony of the Convention and would be a guide for those delegates who might be unfamiliar with either process.

Furthermore, there will be insufficient time during the Convention for the delegates at large to debate rules of procedure for the Convention. Therefore, one of the roles of the Pre-Convention Committee should be to draft the Procedural Rules of the Third Constitutional Convention for adoption by the delegates at the opening session.

It is my contention that these services can be performed by one attorney and the support staff in his office. I would estimate that accomplishing these two major tasks and providing other incidental legal consultations to the Pre-Convention Committee would require at a minimum Fifteen (15) hours of work per week. This is billable hours and would be inclusive of staff and equipment used in the attorney's office.

b. *Convention Period.* During the Convention the undersigned estimates that the delegates will require the services of a supervisory attorney for eight hours per day. It is assumed that the Convention will hire other attorneys or utilize the services of attorneys from the Attorney General's Office or the Legislative Branch. In addition, the Judiciary may be able to contribute one or more clerks for the performance of research activities. Thus, providing the delegates with sufficient legal services in order that attorneys will be available

to attend general delegate sessions as well as individual committee sessions and assist with the preparation of committee reports.

3. **Costs and Fees.** Any expenses incurred in rendering of services shall be paid by the Convention. The only foreseeable such expense is photo copying which might occur at the office of the attorney which is billed at .30 per copy. Naturally, most of the copying will likely be done on the Convention copy machine and the cost of this item may be negligible. Furthermore, the total cost of such an item can not be computed without knowing the number copies to be made.

As to fees, the current hourly rate of the undersigned is \$175.00. However, in view of the amount of work and the importance of the work to be performed, the undersigned is willing to accept \$125.00 per hour. Assuming a five day work week and eight work weeks in the pre-convention period and 7 weeks in the convention period, the following totals are submitted:

- a Pre-Convention Period. Eight (8) weeks @ 15 hours per week equals **Fifteen Thousand Dollars (\$15,000)**
- b *Convention Period.* Seven (7) weeks @ 40 hours per week equals **Thirty-Five Thousand Dollars (\$35,000)**

This price quotation can obviously be decreased or increased on an hourly basis, if the Committee estimates that there will be a lesser or greater demand for attorney services during the periods in question.

Should any off-island travel be necessitated by this representation, travel costs which shall include airfare, meals and lodging shall be paid by the client and shall not be deducted from the amount of compensation paid the undersigned.

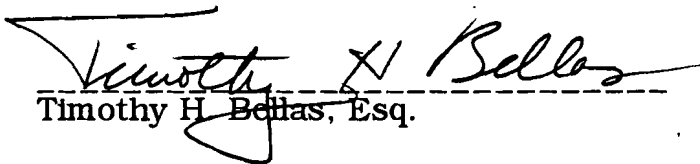
4. **Additional Experts, Fees or Costs.** It is unspecified what additional experts the Convention may require. The undersigned does not foresee the need to bring any additional off island legal "experts" to assist the legal team. There is sufficient legal talent in the CNMI to supply the needs of the Convention. The CNMI Constitution is a document which should take into account the culture and problems which face the people who are governed by its terms. I respectfully suggest that attorneys residing and practicing law in the CNMI have more relevant expertise with which to advise to the delegates than outside experts.

5. **Non-Legal Staff Requirements.** Without knowing the organizational structure planned by the Pre-Convention Committee, it is speculative to suggest the number of support staff required, since secretaries assigned to a pool may be sufficient to meet the needs of the legal team. I would suggest that the Pre-Convention Committee consider it a rule of thumb

that one secretary should be assigned for every two (2) attorneys working on a full time basis and one other clerk/messenger for every four (4) attorneys. Some provision should be made for maintaining this level of staffing, in the event of employee absence due to illness or other circumstances. I would also suggest that the secretarial pool may need to be augmented toward the end of the convention when amendments have to be finalized and deadlines met.

6. **Equipment Needs.** As a minimum each attorney should have access to a computer. The system may not need to be networked. One terminal should be equipped with a modem in order to permit electronic research should it be necessary or should any resource need to be downloaded from an off island source. The cost of such equipment is not within the expertise of the undersigned. I would suggest, however, that if the equipment cannot be borrowed, it should be leased rather than purchased. Furthermore, I would suggest that the type of computers chosen be compatible with the format used by other government agencies who may be providing resources, such as the legislature.

The undersigned agrees to be bound by the terms of this Proposal, as currently stated, for a period of fifteen(15) days from April 3, 1995, unless extended by the undersigned.

  
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Timothy H. Bellas, Esq.

**TIMOTHY H. BELLAS**  
Attorney At Law  
Horiguchi Bldg., Suite 5D  
P.O. BOX 2845  
Saipan, MP 96950

**RESUME**

**EDUCATION:** McGeorge School of Law, University of the Pacific, Sacramento, California. Awarded Juris Doctor Degree May, 1980. Admitted to California State Bar and Federal Bar for Eastern District of California, December, 1980.

University of Maine, Presque Isle, Maine. Attended from January, 1973 to December, 1974. Major-History, Minor-French. Awarded Bachelor of Arts Degree, May, 1975.

Laval University, Quebec City, Canada. Attended from July, 1974 to August, 1974. Eight weeks of intensive study of French language arts.

Queens College, Flushing, New York. Attended from September, 1968 to May, 1970.

**HONORS AND  
ACTIVITIES:**

Special Judge of the Commonwealth Superior and Supreme Courts, Appointed by the Governor and confirmed by the CNMI Senate. Called upon, on a pro tem basis, to preside over various matters, procedural, law and motion and trials, both criminal and civil in the Superior Court. Have also sat on various appellate cases in the CNMI Supreme Court. (Confirmed 6/92 for a six year term.)

President, Northern Marianas Bar Association, general administration of Bar Association; reply to attorney and governmental correspondence on behalf of bar; fiscal management; appoint committee chairpersons and assign work to committees. (2/92-2/93.)

Chairman, Ethics and Disciplinary Committee, Northern Marianas Bar Association. Investigation and evaluation of ethical complaints filed against attorneys. (1985-7; 91-present.)

Chairman, Admissions Committee, Northern Marianas Bar Association. Review of petitions for re admission of attorneys

previously suspended or disbarred. Review of matters pertaining to the Bar Examination and admission to the Commonwealth of the Northern Mariana Islands Bar.

Member, Advisory Commission on the Judiciary, Commonwealth of the Northern Mariana Islands. Appointed by the Governor, as one of two attorneys on this five person commission, which recommends legislation concerning the judiciary and investigates and evaluates ethical complaints against judges. (1984-6.)

Student Senator, University of Maine, two semesters. (1974)

Dean's List, University of Maine, four consecutive semesters.

Fraternity Brother, Alpha Lambda Alpha Fraternity, Queens College.

#### EMPLOYMENT HISTORY:

Attorney At Law, Solo Private Practice of Law, Garapan, Saipan, CNMI. General practice of law including, business, corporate, real estate and debt collection. Representing a broad spectrum of clients both international and from the CNMI. (3/90-present)

Attorney in Charge, U.S. Department of Justice, Office of the United States Trustee, Agana, Guam. Sole responsibility for administration of office and all bankruptcy cases pending in Guam and the Commonwealth of the Northern Mariana Islands (hereafter "CNMI".) Presides at meetings of creditors and examines the debtor under oath regarding legal and financial issues in the case. Prepares pleadings, motions and numerous other legal documents. Does factual investigation into data and evidence which may be necessary to the cases. Also acts as case trustee in all Chapter 7 and 13 cases, taking custody of assets for purposes of liquidation and ultimate distribution of the proceeds to creditors of the debtor. (12/88-2/90)

Attorney At Law, Solo Private Practice of Law, Saipan, CNMI. General practice of law including, criminal, government, labor, business, corporate, real estate and debt collection. Several clients were multi-national corporations from Japan, Korea and Hong Kong, engaged in various enterprises such as hotel operation, construction and garment manufacturing. (9/86-12/88)

Deputy & Chief Legal Counsel, 4th & 5th Commonwealth Legislatures, Saipan, CNMI. The duties of deputy chief legislative counsel included, drafting legislation, resolutions, speeches, correspondence; handling press relations and dealing with

executive branch agency and department heads. Representing the House of Representatives or individual members in law suits arising from their official capacity. Preparing legal opinions for members on various issues and assisting standing committees with public hearings and drafting committee reports on pending legislation. As Chief Legal Counsel, I assumed the additional responsibilities of managing the office, the other attorneys and clerical staff. I also accompanied members to New York and Washington D.C. and prepared testimony which was presented to the United Nations Trusteeship Council and the United States Congress. (5/84-9/86)

Assistant Attorney General, (Criminal & Civil Divisions) Office of the Attorney General, Saipan, CNMI. As a civil litigator, I maintained a large case load of diverse law suits involving, tax, medical malpractice and contract disputes. I also drafted leases, contracts and releases on behalf of the government and negotiated the settlement of cases. The major portion of my time in this office was as a prosecuting attorney of traffic and serious felony cases. Other duties were: preparation of search and arrest warrants, extradition of criminals from other jurisdictions, instruction at police academy of courses in law of search and seizure, investigative report writing and DUI/traffic accident investigations. I also appeared before the legislature to comment on behalf of the Attorney General's Office on pending legislation. (4/82-5/84)

Registrar Of Corporations, Office of the Attorney General Saipan, CNMI. Concurrent with my duties as a prosecutor, I was appointed by the Governor to perform the duties of the Registrar. In that capacity, I reviewed all articles, by-laws and affidavits of prospective entities which intended to incorporate in the CNMI to determine compliance with local corporate laws. My responsibilities also included the editing and publishing of the Commonwealth Register, which contained the promulgated administrative regulations of all local government agencies and departments. (6/83-5/84)

Deputy District Attorney, San Joaquin County, Stockton, California. Misdemeanor deputy handling prosecution of criminal cases, legal research for Superior Court appellate cases, review and evaluation of misdemeanor cases for filing, arraignment and plea negotiations. (7/81-3/82)

Deputy District Attorney, Sacramento County, Sacramento, California. Prosecutor with various duties, including plea bargain negotiations, motions, points and authorities, suppression hearings

and occasional state mental commitment hearings. Concentrated emphasis in jury trials. (W-11, L-2, H-1) (2/81-7/81)

Graduate Assistant, State of California, New Motor Vehicle Board, Sacramento, California. Chief of Consumer Complaint Division, which resolved disputes between consumers and new car dealers. Prepared administrative complaints requesting disciplinary action against dealers and complete revision of this agency's administrative regulations. (2/80-1/81)

Legal Intern, Sacramento County District Attorney's Office. Assisted Career Criminal Bureau Chief by doing witness interviews, legal research and fact finding investigations into police files and other case evidence. I handled Municipal Court preliminary hearings of robbery and burglary cases, under supervision of Bureau Chief. (8/79-12/79)

Bank Teller, Bank of America, Sacramento, California. Attended bank's resident teller school and worked in a large branch for nine (9) months while attending law school. (1/79-10/79)

Electronics Technician, United States Air Force, 1971-1978, United States Air Force Reserve, 1978-1982. Repair and calibration of avionics instruments and computer systems aboard B-52 and KC-135 aircraft.

Instructor, University of Maine, Presque Isle, Maine. Taught intermediate and beginner French classes for one semester. (1974)

Taxi Driver, New York City, New York. Drove a taxi for 18 months while attending college. (6/69-12/70)

**PERSONAL DATA:**

Date of Birth ----- February 19, 1950  
Place of Birth ----- Flushing, New York  
Height ----- 5'9"  
Weight -----180 lbs.  
Marital Status ----- Married  
Languages -----Greek and French

**INTERESTS:**

Sailing, racquetball and tennis. I also enjoy traveling as a means of meeting and learning about new people and cultures.

**REFERENCES:**

Furnished upon request.