

GENERAL OFFICE MEMORANDUM 15-116

TO: ALL DEPUTY DISTRICT ATTORNEYS

FROM: JOHN K. SPILLANE   
Chief Deputy District Attorney

SUBJECT: LAW CLERK TRAINING

DATE: DECEMBER 9, 2015

The Training Division is pleased to announce a one-day training for all winter law clerks to be held on Monday, January 4, 2016. Check-in will begin at 7:30 a.m. and the training will be from 8:00 a.m. to 4:30 p.m. at the following location:

Board of Supervisors' Hearing Room  
Kenneth Hahn Hall of Administration  
500 West Temple Street, Los Angeles, CA 90012

The morning session will include training on:

- Professionalism
- The Criminal Court Process
- Motions
- Discovery, *Brady* compliance
- Social Media and Confidentiality

The afternoon session will be open ONLY to certified law clerks who will be conducting preliminary hearings during their winter clerkship. It will include:

- Preliminary Hearing Preparation and Demonstration
- Mock Preliminary Hearing Exercises

If you are supervising law clerks this winter and wish to have them attend this training, please email Sabrina Flores of the Training Division by December 28, 2015 with their names and whether or not they will be attending the afternoon session as well. Law clerks who are not registered in advance will not be admitted. Please inform your law clerks to dress in business attire and to be prepared to take notes.

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