

ACTIVITY EVALUATION FORM FOR CALIFORNIA MCLE

Please complete and return to Provider (Please Print)

Provider Name: Ventura County District Attorney's Office Provider Number: 1130

Title of Activity: Organizational Skills

Date(s) of Activity: November 1, 2016

Time of Activity: 9:00 - 10:00 am

Location of Activity: HOJ: MDB Conference Room Ventura, CA

Please indicate your evaluation of this course by completing the table below

Question	Yes	No	Comments
Did this program meet your educational objectives?	<input type="checkbox"/>	<input type="checkbox"/>	
Were you provided with substantive written materials?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the course update or keep you informed of your legal responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the activity contain significant professional content?	<input type="checkbox"/>	<input type="checkbox"/>	
Was the environment suitable for learning (e.g., temperature, noise, lighting, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	

Please rate the instructor(s) of the course below

Instructor's Name and Subject Taught	On a scale of 1 to 5, with 1 being Poor and 5 being Excellent, please rate the items below	Rate 1 – 5
Lauren Malan, Sr. DDA	Overall Teaching Effectiveness	—
	Knowledge of Subject Matter	—

Instructor's Name and Subject Taught	On a scale of 1 to 5, with 1 being Poor and 5 being Excellent, please rate the items below	Rate 1 – 5
	Overall Teaching Effectiveness	—
	Knowledge of Subject Matter	—

Instructor's Name and Subject Taught	On a scale of 1 to 5, with 1 being Poor and 5 being Excellent, please rate the items below	Rate 1 – 5
	Overall Teaching Effectiveness	—
	Knowledge of Subject Matter	—

Organizational Skills

Sr. DDA Lauren Malan

November 1, 2016

1. Intro
2. Office Organization
 - a. Cleanliness, the first step to organizing your mind
 - i. Credenzas are for files, not random junk
 - ii. Shelves are for books and binders, not random junk
 - b. Upright file folders, labeling – PTC's, JT's, Prelims/Hearings
 - i. Two Tab rule
 - c. Photo boards – wait to print
 - d. Discovery
 - i. Where does it go, and when
 - ii. Fridays are casual clothes and routine maintenance
 - e. Work in Progress section
 - f. Rules for Motions
3. Planning Your Day
 - a. Productivity starts the night before
 - b. Step One: Coffee!
 - c. Step Two: Action!
 - d. Take Designated Breaks
 - e. Special Tasks
 - i. GDT
 - ii. Notifications when out of the office

4. Files

- a. Files are NOT a place to display the contents of your (brilliant) mind: a case study
- b. Learn to love a staple remover
- c. Learn to love a hole punch
- d. Misdemeanor Example
 - i. Left side- Chronos and charging docs only
 - ii. Check long white sheet and don't reorder
- e. Felony Example
 - i. Left side only for Chronos
 - ii. Readiness on Top
 - iii. No external papers, no post-its on top
 - iv. Current plea form
 - v. Bates Order
 - vi. Long sheets in back
 - vii. Three post-its max
 - viii. 100 page rule

1. Files → Binders → Magic!

5. Computer

- a. The electronic equivalent of a Matryoshka doll

6. Grab-Bag

- a. VCIJIS all courtrooms
- b. JT reports
- c. Excel spreadsheet
- d. Work Product – check DSM
- e. Prelim Memos – have an opinion

CERTIFICATE OF ATTENDANCE FOR CALIFORNIA MCLE

Top portion of form to be completed by the MCLE Provider

Provider Name: Ventura County District Attorney's Office

Provider Number: 1130

Title of Activity: Organizational Skills

Date(s) of Activity: November 1, 2016

Time of Activity: 9:00 - 10:30 am

Location of Activity (City, State): HOJ: MDB Conference Room Ventura, CA

Total California MCLE Credit Hours for the above activity are 1.50, including the following sub-field credits:

- Legal Ethics _____
- Elimination of Bias in the Legal Profession _____
- Prevention, Detection and Treatment of Substance Abuse/Mental Illness that Impairs Professional Competence _____

Bottom portion of form to be completed by the Attorney after participation in the above-referenced activity

By signing below, I certify that I participated in all, or some*, of the activity described above and am therefore entitled to the following MCLE credit hours -

Total California MCLE Credit Hours 1.50, including the following sub-field credits

Legal Ethics _____

Elimination of Bias in the Legal Profession _____

Prevention, Detection and Treatment of Substance Abuse / Mental Illness that Impairs Professional Competence _____

(You may not claim credit for sub-fields unless the Provider is granting credit in those areas and you participated in those portions of the activity)

Print Your Name _____

Your California State Bar Number _____

Signature _____

* partial participation hours must be pro-rated