


GENERAL OFFICE MEMORANDUM 18-XXX

TO: ALL DEPUTY DISTRICT ATTORNEYS

FROM: JOHN K. SPILLANE 
Chief Deputy District Attorney

SUBJECT: LAW CLERK TRAINING

DATE: AUGUST 23, 2018

The Training Division is pleased to announce a *mandatory* half-day training for all fall semester law clerks to be held on Friday, September 7, 2018. Check-in will begin at 7:30 a.m. and the training will be from 8:00 a.m. to 12:00 p.m. at:

Regional Planning Training Room
Hall of Records
320 W. Temple St. 1st Floor
Los Angeles, CA 90012

The morning session includes training on:

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

The mandatory portion of the training concludes at 12:00 p.m. The afternoon session begins at 1:00 p.m. and will be open **ONLY** to certified law clerks who plan to conduct preliminary hearings during the summer. The preliminary hearing training session is limited to the first 30 enrollees. It includes:

- ☐ Preliminary Hearing Preparation and Demonstration
- ☐ Mock Preliminary Hearing Exercises

If you are supervising law clerks this summer who have not attended training, please email Alejandro (Alex) Mendoza in the Training Division (amendoza@da.lacounty.gov) by Tuesday September 4, 2018, with the clerk's name, a valid email address, expected assignment, supervising DDA's name and if he or she will attend the morning session only or both morning & afternoon sessions. 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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