

GENERAL OFFICE MEMORANDUM 19-003

TO: ALL DEPUTY DISTRICT ATTORNEYS

FROM:  JOSEPH P. ESPOSITO
Chief Deputy District Attorney

SUBJECT: LAW CLERK TRAINING

DATE: JANUARY 9, 2019

The Training Division is pleased to announce a *mandatory* half-day training for all winter semester law clerks to be held on Friday, January 25, 2019. 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 California State Bar Certified law clerks who plan to conduct preliminary hearings during the winter semester. 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 winter, who have not previously attended this training, please email Alejandro (Alex) Mendoza in the Training Division (amendoza@da.lacounty.gov) by Tuesday, **January 22, 2019**, 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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