


GENERAL OFFICE MEMORANDUM 19-055

TO: ALL DEPUTY DISTRICT ATTORNEYS

FROM:  JOSEPH P. ESPOSITO  
Chief Deputy District Attorney

SUBJECT: LAW CLERK TRAINING

DATE: MAY 20, 2019

The Training Division is pleased to announce a *mandatory* half-day training for all summer semester volunteer law clerks to be held on Friday, June 7, 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., 1<sup>st</sup> 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
- ☐ County Policy of Equity (CPOE)

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 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 volunteer law clerks this summer, who have not previously attended this training, please email Catherine Cortes in the Training Division ([CCortes@da.lacounty.gov](mailto:CCortes@da.lacounty.gov)) by **Monday, June 3, 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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