

GENERAL OFFICE MEMORANDUM 19-070

TO: ALL DEPUTY DISTRICT ATTORNEYS

FROM:  JOSEPH P. ESPOSITO  
Chief Deputy District Attorney

SUBJECT: VOLUNTEER AND LAW CLERK TRAINING (MAKE-UP SESSION)

DATE: JUNE 24, 2019

For those summer semester volunteer law clerks and student workers who were unable to attend the training on June 7, 2019, a make-up session has been scheduled for this Friday, June 28, 2019 (8:00 a.m. – 12:00 p.m.). Check-in will begin at 7:30 a.m. and the training will be held at the following location:

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

Topics will include:

- Professionalism
- The Criminal Court Process
- Motions
- Discovery and *Brady* compliance
- Social Media and Confidentiality
- County Policy of Equity (CPOE)

If you are supervising volunteer law clerks and/or student workers this summer and they have not yet attended this training, please email Catherine Cortes in the Training Division (ccortes@da.lacounty.gov) by 9:00 a.m. on Thursday, June 27, 2019, with their names, contact information (including a valid email address), anticipated assignment, and supervising DDA's name. Please inform your law clerks to dress in business attire and to be prepared to take notes.

crc