

GENERAL OFFICE MEMORANDUM 19-087

TO: ALL DEPUTY DISTRICT ATTORNEYS

FROM:  JOSEPH P. ESPOSITO
Chief Deputy District Attorney

SUBJECT: LAW CLERK TRAINING

DATE: AUGUST 15, 2019

The Training Division is pleased to announce a *mandatory* half-day training for all fall semester volunteer law clerks and volunteer student workers who have not previously attended this training. The training will be held on Friday, August 23, 2019. Check-in will begin at 8:00 a.m. and the training will be conducted from 8:30 a.m. to 12:00 p.m. at:

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

The morning session (mandatory portion) will include training on:

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

An optional afternoon session on preparing and presenting preliminary hearings will begin at 1:00 p.m. The afternoon session will be open **ONLY** to California State Bar Certified law clerks who plan to conduct preliminary hearings during the fall and attendance will be limited to the first 30 enrollees. The preliminary hearing training session will include:

- Preliminary Hearing Preparation and Demonstration; and
- Mock Preliminary Hearing Exercises.

Deputies who are supervising a volunteer law clerk or volunteer student worker this fall shall respond to Catherine Cortes in the Training Division via email to CCortes@da.lacounty.gov by

Monday, August 19, 2019. The email shall include the volunteer's:

- Name;
- Valid email address;
- Expected assignment;
- Supervising deputy's name; and
- Anticipated attendance at the morning session only or both the morning and afternoon sessions.

Law clerks who have not been registered in advance shall not be admitted. Attendees shall wear business attire and be prepared to take notes.

crc

