

GENERAL OFFICE MEMORANDUM 20-072

TO: ALL DEPUTY DISTRICT ATTORNEYS AND PARALEGALS

FROM:  JOSEPH P. ESPOSITO  
Chief Deputy District Attorney

SUBJECT: WESTLAW TRAINING

DATE: MAY 14, 2020

On Tuesday, **May 26, 2020** and Wednesday, **May 27, 2020**, trainers from Westlaw will offer beginning and advanced training sessions for our attorneys and paralegals. Although attendance is not mandatory, you are strongly encouraged to attend one of the sessions.

The following announcement was provided by Westlaw:

**PLEASE REGISTER NOW FOR THE FOLLOWING WESTLAW TRAINING SESSIONS.**

**Registration links are unique, so please don't share the link you receive after registering.**

**IMPORTANT:** On the day of the training, **join the WEBEX session 5 minutes early** so you are in the session at the start time. Your login and logout time is recorded by WEBEX. Here's a video that shows how to join the session with your web browser: <https://screencast-o-matic.com/watch/cYf0FQATzp>

**SESSION 1: MAY 26 12:00 – 1:00 pm [REGISTER FOR THIS SESSION NOW](#)**  
**LEGAL RESEARCH REFRESHER FOR CRIMINAL TRIAL ATTORNEYS**

Find cases and statutes and save them to research folders; (2) Get Notes of Decisions, previous versions, and related jury instructions for statutes; (3) Find and save CALCRIM, Simons on Evidence, and other criminal and evidence treatises to Favorites; (4) Use citing reference to expand your research into appellate court briefs, trial court documents, and trial court orders.

**SESSION 2: MAY 26 3:00 – 4:00 pm [REGISTER FOR THIS SESSION NOW](#)**  
**JURY INSTRUCTION SETS ON DOC & FORM BUILDER**

Use Doc & Form Builder to create, save, and edit sets of CALCRIM jury instructions. New Self-Guided modes allows you to skip questions and see jury instructions update as you make changes.

**SESSION 3: MAY 27 12:00 – 1:00 pm [REGISTER FOR THIS SESSION NOW](#)**  
**PUBLIC RECORDS, PEOPLEMAP TRAINING FOR ATTORNEYS**

Search public records searching on Westlaw. People Map – Current and historical public records, including Addresses, Adverse Information, Business & Work Affiliations, Relatives, Real-time Experian Credit Header Information, Equifax Utility Records, Real Property Records, Criminal and

Arrest Records, Lawsuits, Liens and Judgements. Search Newspapers, Obituary Records, and Newswires. If there is time and interest, use Company Investigator to get records on public and private companies, their criminal records, dockets, officers and directors, litigation.

**SESSION 4: MAY 27 3:00 – 4:00 pm [REGISTER FOR THIS SESSION NOW](#)**  
**PROVIEW EBOOK LIBRARY**

Ebook versions of your entire Thomson Reuters / West Publishing library, including desktop codes (e.g., Vehicle, Penal, Evidence), practice guides (e.g., California Criminal Law, California Confession Law), and CALCRIM jury instructions on your laptop, cell phone, and tablet. Ebooks can be downloaded for off-line access on the ProView app. [Download the Proview App HERE](#). You must have a Westlaw account to use ProView.

Please email Gordon Kwan [gordon.kwan@tr.com](mailto:gordon.kwan@tr.com) for a Westlaw account.

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