

GENERAL OFFICE MEMORANDUM 20-103

TO: ALL DEPUTY DISTRICT ATTORNEYS AND PARALEGALS

FROM:  JOSEPH P. ESPOSITO
Chief Deputy District Attorney

SUBJECT: WESTLAW TRAINING

DATE: AUGUST 04, 2020

With the Office's increase in teleworking, and our return to in-court appearances, access to legal books can be challenging. Westlaw offers an innovative way to access legal information conveniently from your laptop, tablet, and smart phone. By using the ProView application to download entire books, available as part of the County's subscription to Westlaw, you can access the Penal Code, Vehicle Code, Evidence Code, and numerous other Westlaw library titles straight from your device. Westlaw also gives the user access to comprehensive jury instructions. The application also allows users to conduct electronic searches within the codes themselves. Once the download is complete, the information is accessible and searchable without an internet connection.

On Wednesday, **September 23, 2020**, trainers from Westlaw will offer a beginning training session for our attorneys and paralegals. Although attendance is not mandatory, you are strongly encouraged to attend the session.

The following announcement was provided by Westlaw:

PLEASE REGISTER NOW FOR THE TRAINING SESSION BELOW:

SEPTEMBER 23, 2020 – 12:15 p.m.

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