

GENERAL OFFICE MEMORANDUM 20-133

TO: ALL DEPUTY DISTRICT ATTORNEYS

FROM:  JOSEPH P. ESPOSITO  
Chief Deputy District Attorney

SUBJECT: INTRODUCTION TO FILING DEPUTY COLLEGE –  
OCTOBER 15, 2020

DATE: OCTOBER 1, 2020

The Training Division is pleased to announce the upcoming Introduction to Filing Deputy College which will be held on **Thursday, October 15, 2020**. This College is a basic-level training course designed for deputies recently assigned to filing assignments, or those interested in becoming filing deputies. Topics include the following:

- The Basics of Reviewing and Filing Misdemeanors and Felonies
- Handling Filings Involving Child Sexual Abuse Material
- New and Recurring Filing Issues
- Pre-Filing Diversion Program
- Using PIMS/eCER/eFolder

The training will be held from 8:30 a.m. to 4:30 p.m. at the LADA Training Center on the 11<sup>th</sup> floor of the Hall of Records, 320 West Temple Street, Los Angeles, CA 90012. In adherence with the physical-distancing guidelines currently in place, in-class seating is limited. Thus, deputies may also attend via Microsoft Teams. The training also qualifies for participatory MCLE – General Law credit if web-cams remain on for the duration of the training for verification purposes, pursuant to California State Bar requirements.

Deputies must obtain prior approval from their supervisor, and register by emailing Grace Rai at [grai@da.lacounty.gov](mailto:grai@da.lacounty.gov) no later than **October 9, 2020**. Indicate in the email whether you prefer to attend this training in-class or via Microsoft Teams. Those wishing to attend in-person, please also complete a Request for Approval of Travel/Training form via Lotus Notes.

For deputies who will be attending in-person, and are not assigned to the Civic Center, parking can be requested at the Hall of Justice parking lot (Lot 12). If you would like to park in Lot 12, please also include in your email to Grace Rai, the year, make, model, color, and license plate number of your vehicle. Requests for parking must also be made by October 9, 2020, but cannot be guaranteed.

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