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Office of Defender Services

March 28, 2005

**MEMORANDUM TO: CLERKS, UNITED STATES DISTRICT COURTS**

**SUBJECT: Training Programs for CJA Panel Attorneys (ACTION REQUESTED)**

The Administrative Office of the U.S. Courts, Office of Defender Services Training Branch is pleased to offer training programs to members of your Criminal Justice Act (CJA) panel. The events are described on the attachment and are offered free of charge. Participating CJA panel members will be responsible for their travel expenses related to the programs. We would appreciate your posting the attached descriptions and registration form for these conferences on a bulletin board, website or other location accessible to members of your CJA panel. If you have any questions, please contact Andrea Taylor, Acting Assistant Chief of the Training Branch, at (202) 502-2908. Thank you in advance for your prompt attention to this matter.

Robert Burke, Chief  
Training Branch  
Office of Defender Services

Attachments (2)

## **2005 Defender Services Training Events for CJA Panel Attorneys**

### **Winning Strategies Series**

Seattle, WA, March 31-April, 2, 2005

Minneapolis, MN, July 21-23, 2005

Philadelphia, PA, September 15-17, 2005

Contact: Karen\_Holsendorff@ao.uscourts.gov (For registration information);

Fredilyn\_Sison@fd.org(For substantive information)

The Winning Strategies seminars this year will address various areas of federal criminal practice, generally spinning off of Fourth, Fifth, and Sixth Amendment issues, with a half day committed to federal sentencing law and practice. The seminar will feature a number of break-out sessions, to give participants a choice of topics, and allow for smaller classes. Sessions will provide innovative ideas for seasoned CJA practitioners. Newer CJA practitioners will find sessions to give them the information they need to build an effective federal practice.

### **Sentencing Advocacy Workshop**

April 28-April 30, 2005

Location Santa Monica, CA

Contact: Karen\_Holsendorff@ao.uscourts.gov (For registration information);

Andrea\_Taylor@ao.uscourts.gov (For substantive information)

The Sentencing Advocacy Workshop focuses on an often neglected, yet extremely important area of practice. Since approximately 97% of federal criminal cases proceed to the sentencing phase, and the recent developments in federal sentencing law have resulted in a new sentencing landscape, participation in the Sentencing Advocacy Workshop should not be missed. The program presents a comprehensive approach to sentencing advocacy. Participants will learn a process for the development of a persuasive, fact-based sentencing theory, and the advocacy skills necessary to advance that theory in writing and during sentencing hearings. Among other subjects, presentations and demonstrations will address changes in federal sentencing law, judging at sentencing, use of a sentencing specialist, storytelling, and persuasive writing. The workshop consists of plenary sessions and small group breakouts. In the small group breakouts, participants will use a case of their own to brainstorm facts, develop a theory and theme, tell a story, and persuasively write a portion of their sentencing memo or downward departure motion.

### **Trial Advocacy Workshop**

June 23-25, 2005

San Francisco, CA

Contact: : Karen\_Holsendorff@ao.uscourts.gov (For registration information);

Andrea\_Taylor@ao.uscourts.gov (For substantive information)

The Trial Advocacy Workshop focuses on the use of courtroom technology to advance the persuasiveness of witness examination and argument skills. Participants will enhance their cross examination, direct examination, and closing argument skills by applying courtroom technology, such as Trial Director and Power Point. Since many federal courtrooms are now “wired” with the latest computer technology, and this technology has proven to be persuasive and effective, participation in the Trial Advocacy Workshop will be particularly timely. Faculty will conduct presentations and demonstrations on evidentiary issues associated with using technology, using Power Point and Trial Director in the courtroom, cross and direct examination, closing argument, among other topics. There will also be small group breakouts in which participants will apply the skills presented in the plenary sessions to the facts of the mock case with which they will be provided. Each participant will practice cross examination, direct

examination, and closing argument using the Trial Director and Power Point technology.

**Complex Litigation Seminar**

August 18-20, 2005

Location TBD

Contact: : Karen\_Holsendorff@ao.uscourts.gov (For registration information);

Bob\_Burke@ao.uscourts.gov (For substantive information)

With the increasing number of multiparty and complex cases being brought in federal court, this seminar is intended to address important and practical issues faced in this type of litigation, including the impact on counsel's role, handling pretrial procedures, joint defense agreements, discovery issues, the effective use of technology, trial administration, cost containment, and others.

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# REGISTRATION FORM

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Enrollment in these Criminal Justice Act (CJA) seminars and workshops is limited to panel attorneys who accept court appointments to federal criminal cases. Tuition and program materials will be provided free of charge. **However, attendees will bear all expenses for their travel, hotel accommodations, meals and other incidentals.** Registrations must be received at least 45 days prior to the date of the requested seminar/workshop. Registrants will be sent a confirmation letter, including a program agenda, and hotel and travel information. Registration for only one "Winning Strategies" seminar is allowed.

**(NOTE: PLEASE DO NOT MAKE AIRLINE RESERVATIONS BEFORE RECEIVING A SEMINAR/WORKSHOP CONFIRMATION LETTER)**

To register, complete the following form and mail or fax it, at least 45 days prior to the conference date, to Office of Defender Services Training Branch, Administrative Office of the U.S. Courts, One Columbus Circle, N.E., Suite G-430, Washington, D.C. 20544 or fax to (202) 502-2911. The form can also be obtained on the Training page of [www.fd.org](http://www.fd.org).

I wish to attend the following seminar(s)/workshop(s) (check box[es]):

**"WINNING STRATEGIES" REGIONAL SEMINARS:**

Seattle, WA  
March 31 - April 2, 2005

Minneapolis, MN  
July 21-23, 2005

Philadelphia, PA  
September 15-17, 2005

**COMPLEX LITIGATION SEMINAR:**

San Francisco, CA - August 18-20, 2005

**WORKSHOPS:**

SENTENCING ADVOCACY WORKSHOP - Santa Monica, CA - April 28 - April 30, 2005

TRIAL ADVOCACY WORKSHOP - San Francisco, CA - June 23-25, 2005

(Please Print or Type)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

State Bar Number(s): \_\_\_\_\_

District(s) in which you practice: \_\_\_\_\_

Number of CJA cases in past 5 years: \_\_\_\_\_

**APPLICATION FOR CLE CREDIT WILL BE MADE BEFORE EACH PROGRAM**