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ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

WASHINGTON, D.C. 20544

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Office of Defender Services

April 24, 2009

MEMORANDUM

To: Clerks, United States District Courts

From: Robert J. Burke, Chief, Training Branch

RE: Law & Technology Workshop for CJA Panel Attorneys
(ACTION REQUESTED)

The Administrative Office of the U.S. Courts, Office of Defender Services, Training Branch announces its Law & Technology Workshop, a national training program open to CJA panel attorneys across the country from Thursday, July 30 through Saturday, August 1, 2009. The L&T Workshop will be held in Denver, Colorado and will provide valuable tuition-free CLE for both experienced and new CJA panel attorneys. This event is an intense program where participants will focus on the use of modern courtroom technology, TrialDirector and PowerPoint, to enhance their courtroom skills. A draft agenda is attached. Details regarding how to register for the Law & Technology Workshop, and further information regarding our training programs and resources can be found at www.fd.org.

Early registration for the L&T Workshop is strongly encouraged. Hotel reservations must be made by June 26, 2009 in order to receive the contracted room rate. Please share this information with your CJA panel members by distributing it through your listserv, posting it on your website, or placing the attached flyer in a location accessible to them.

If you have any questions regarding the Law & Technology Workshop, please contact Karen Holsendorff, Administrative Assistant, at Karen_W_Holsendorff@ao.uscourts.gov or (202) 502-2905. Thank you.

Attachment

LAW & TECHNOLOGY WORKSHOP

JULY 30 – AUGUST 1, 2009
GRAND HYATT DENVER
DENVER, COLORADO

*LIMITED FINANCIAL ASSISTANCE IS AVAILABLE FOR THIS WORKSHOP

The Law and Technology Workshop focuses on the use of modern courtroom software to improve the effectiveness of witness examination and argument skills. This workshop is an intense program where participants will practice using TrialDirector and PowerPoint to enhance their courtroom abilities. Attendees will sharpen their cross examination, direct examination, and closing argument skills with detailed application and use of these programs. Since many federal courtrooms are now "wired" to accommodate computer advances, and this technology has proven to be persuasive and forceful, participation in the Law and Technology Workshop is particularly valuable. Presentations and demonstrations will be supplemented by small group workshops. In the small groups , participants will receive hands-on guidance about how to apply the techniques demonstrated in plenary sessions to the facts of a mock case. Each participant will practice cross examination, direct examination and closing arguments using TrialDirector and PowerPoint technology.

"I believe (the workshop) was a big help, because I would never have considered using a computer in court before this (program)."

- 2008 Law & Technology Workshop

"Very good - lots of practical advice and one-on-one work."

"Excellent seminar with wonderful presenters and teachers."

"Small groups and hands on experience were ideal for learning these programs."

For a complete list of training programs offered by the Office of Defender Services, Training Branch and registration/financial assistance information, please visit our website at WWW.FD.ORG

ADMINISTRATIVE OFFICE OF THE U.S. COURTS
OFFICE OF DEFENDER SERVICES, TRAINING BRANCH
LAW & TECHNOLOGY WORKSHOP

Grand Hyatt Denver
Denver, Colorado
July 30 - August 1, 2009
DRAFT (4/08/09)

Thursday, July 30, 2009

7:30 to 8:30 a.m. **Registration and Breakfast** - *XXXX*

8:30 to 8:45 a.m. **Welcome and Introduction to the Program**
XXXX

Stephen Marley, Attorney Adviser, Office of Defender Services, Training Branch, Washington, D.C.

8:45 to 9:45 a.m. **Demonstration of Effective Use of Courtroom Technology**
XXXX

This session will demonstrate an overview on the effective use of litigation software, PowerPoint and TrialDirector in the context of defending a federal criminal trial.

9:45 to 10:00 a.m. **Break**

10:00 to 11:00 a.m. **Preparing Documents for Effective Use of TrialDirector/PowerPoint (Plenary Session)** *XXXX*

This session will provide an overview on how to enter documents into TrialDirector and PowerPoint (how do they get in there) and how to effectively use them as a tool to persuade in the courtroom.

11:00 to 12:00 p.m. **TrialDirector Download and Case Material Preparation (Workshop)**

Participants will break into small groups and participate in structured instruction that will demonstrate how to properly load TrialDirector and PowerPoint onto a laptop, and prepare the mock case materials for use throughout the remainder of the program.

ALL FACULTY

12:00 to 1:15 p.m. **LUNCH** - On Your Own

1:15 to 2:15 p.m. **Effective Use of TrialDirector (Workshop)**

Participants will break into small groups and participate in structured exercises that will teach how to both, prepare documents for use in TrialDirector, and effectively use TrialDirector as a tool to persuade in the courtroom.

2:15 to 3:15 p.m. **Effective Use of TrialDirector (Workshop) (continued)**

3:15 to 3:30 p.m. **Break**

3:30 to 4:30 p.m. **Cross and Direct Examination (Plenary Session)**
XXXX

This session will cover persuasive cross and direct examination techniques and demonstrate them using TrialDirector.

Homework Assignment: Prepare Assigned Cross and Direct Examinations using the facts of the workshop *Tucker Jones* case and TrialDirector.

Friday, July 31, 2009

7:15 to 8:15 a.m.	**Breakfast** - *XXXX*
8:15 to 10:15 a.m.	**Cross and Direct Examination (Workshop)** Participants will break into small groups and practice assigned cross and direct examinations using TrialDirector by applying the facts of the *Tucker Jones* workshop case.
10:15 to 10:30 a.m.	**Break**
10:30 to 11:30 a.m.	**Evidentiary Issues Associated with the Use of Technology in the Courtroom (Plenary)** *XXXX* This session will provide an overview of evidentiary issues facing the defense when seeking to utilize litigation software in motions, trials and sentencing.
11:30 to 12:30 p.m.	**Effective Use of PowerPoint in the Courtroom (Plenary)** *XXXX* This session will cover the effective use of PowerPoint as a tool to persuade in the courtroom.
12:30 to 1:30 p.m.	**Lunch** - On your own
1:30 to 3:30 p.m.	**Effective Use of PowerPoint in the Courtroom (Workshop)** Participants will break into small groups and practice effectively using PowerPoint in the courtroom.
3:30 to 3:45 p.m.	**Break**
3:45 to 4:45 p.m.	**Effective Use of Power Point in the Courtroom (Workshop) (cont.)**

4:45 to 5:45 p.m. **Opening and Closing Arguments (Plenary)**
XXXX

This session will cover persuasive opening and closing argument techniques and a demonstration using PowerPoint.

Homework Assignment: Prepare Closing Arguments for the *Tucker Jones* Workshop Case Using PowerPoint.

Saturday, August 1, 2009

7:15 to 8:15 a.m.	**Breakfast** - *XXXX*
8:15 to 10:15 a.m.	**Closing Argument (Workshop)** Participants will break into small groups and practice Closing Arguments for the *Tucker Jones* case using PowerPoint.
10:15 to 10:30 a.m.	**Break**
10:30 to 11:30 a.m.	**Closing Argument (Workshop) (continued)**
11:30 to 1:00 p.m.	**Demonstrations of Use of Courtroom Technology from Each Small Group (Plenary)** *XXXX* A participant from each small group will demonstrate a segment of her/his cross examination, direct examination or closing argument effectively using courtroom technology as a tool to persuade.
1:00 p.m.	**Closing Remarks** *XXXX* Stephen Marley, Attorney Adviser, ODSTB, Washington, D.C.