
**Below is the agenda for the
2007 PARALEGAL AND INVESTIGATOR SKILLS WORKSHOP.**

To view written materials produced in conjunction with a particular session at the seminar, click on the [blue link](#) to that agenda item.

Please note that the absence of a link for a specific session indicates that the presenter did not provide any written materials for that session.

Note for Mac Users: The links in this agenda will only function on a PC. If you do not have access to a PC and would like to view the materials in conjunction with a particular session, please send a request to [Lisa Porcari](#). Select materials from this program are also accessible through the Topics Menu on the left side of the Training Materials & Other Publications Page on www.fd.org.

**ADMINISTRATIVE OFFICE OF THE U.S. COURTS
OFFICE OF DEFENDER SERVICES TRAINING BRANCH**

**PARALEGAL AND INVESTIGATOR SKILLS WORKSHOP:
A TEAM APPROACH TO CRIMINAL DEFENSE**

**SAN FRANCISCO, CALIFORNIA
Holiday Inn Golden Gateway Hotel
June 21-23, 2007**

Final Agenda

Thursday, June 21

- 7:30-8:30 a.m.** **Registration (coffee and tea available) - Lobby Foyer**
- 8:30-8:40 a.m.** **Welcome and Introduction to Workshop - Crystal Room, Lobby Level**
Barry Portman, Federal Public Defender, N.D. CA (San Francisco) (invited)
Lisa Porcari, Attorney-Advisor, Office of Defender Services, Administrative
Office of U.S. Courts
- 8:40-9:30 a.m.** **Defense Team Roles & Developing an Investigative/Organizational Plan**
Crystal Room, Lobby Level
Steven Kalar, Senior Litigator and Assistant Federal Public Defender, N.D. CA
(San Francisco)
Sean Broderick, Paralegal Specialist, Office of the Federal Public Defender, N.D.
CA (San Francisco)
Madeline Larsen, Investigator, Office of the Federal Public Defender, N.D. CA
(Oakland)
- This session will address a team approach to defending a case; the different roles paralegals and investigators can play; and the importance of developing investigative and organizational plans at the outset of each case. More specifically, we will discuss how to define success as a defense team; the different responsibilities a paralegal and investigator may have in ensuring success; how paralegals, investigators and attorneys work together effectively; and identifying key issues that must be addressed in order for the defense team to proceed with any case from both the trial and sentencing perspectives.

9:30-10:20 a.m. Locating Witnesses, Records and Relevant Documents
Crystal Room, Lobby Level
Kevin Tate, Assistant Federal Defender, Federal Defenders of North Carolina,
Charlotte, NC

This session will address the most effective methods for locating witnesses and documents that are key to the defense case or relevant to mitigation, as well as how to compile the criminal record of a witness or client. The session will cover traditional methods of finding witnesses and documents, and will also address effective uses of popular internet locator tools.

10:20-10:30 a.m. Break - Lobby Foyer

**10:30 a.m.-
12:30 p.m. Small Group Sessions: Creating an Investigative/Organizational Plan
and Locating Documents, Records and Witnesses**
**Small Group Facilitators (listed at end of agenda) and Room Locations will
be posted at the Office of Defender Services Training Branch registration
Desk**

Participants meet with their small group facilitators to brainstorm methods for identifying and locating key documents, witnesses and records in the model case and to create an investigative/organizational plan.

12:30-2:00 p.m. Lunch (on your own)

2:00-3:00 p.m. Analyzing Documents - Crystal Room, Lobby Level
Rebecca Estep, Paralegal Specialist, Office of the Federal Public Defender, N.D.
CA (Oakland)
Pamela Bishop, Paralegal Investigator, Office of the Federal Public Defender,
E.D. VA (Richmond)

In this session we will discuss approaches to analyzing documents that are typically found in many federal cases. We will address analysis in the context of both the defense case and sentencing mitigation.

3:00-3:15 p.m. Break -Lobby Foyer

3:15-5:15 p.m. **Small Group Sessions: Analyzing Documents**
Small Group Facilitators (listed at end of agenda) and Room Locations will be posted at the Office of Defender Services Training Branch registration Desk

Participants meet with their small group facilitators to analyze a set of documents selected from the model case and discuss the results of their analysis, such as the development of new investigative leads, and any potential impact on the theory of defense or mitigation.

5:15 p.m. **Adjourn for the day**

Friday, June 22

8:00-9:00 a.m. **Refreshments (Coffee and Tea Available) - Lobby Foyer**

9:00-10:00 a.m. **Interviewing Witnesses - Crystal Room, Lobby Level**
Pamela Sharp, Lead Investigator, Office of the Colorado State Public Defender (Grand Junction)

This session will cover the DOs and DON'Ts of interviewing potential witnesses for the defense and potential sources for mitigation. Topics covered include note-taking; ways to prepare for, set up, and follow up on interviews; consideration of cultural differences; issues particular to specific interview situations or types of interviewees; and theories regarding witnesses' body language/facial expressions.

10:00-10:15 a.m. **Break - Lower Lobby Foyer**

**10:15 a.m.-
12:15 p.m.** **Small Group Sessions: Interviewing Skills**
Small Group Facilitators (listed at end of agenda) and Room Locations will be posted at the Office of Defender Services Training Branch registration Desk

Participants meet with their small group facilitators to practice their interviewing skills using several witnesses identified in the model case.

12:15-2:00 p.m. **Lunch (on your own)**

2:00-4:15 p.m. **Using Technology to Understand, Manage & Present Information**

Concurrent Breakouts:

Each of these sessions will involve a combination of demonstration of the specified technology and an opportunity for hands-on use. **Participants must attend the session for which they signed up in advance of the program.**

(1) Basic Case Management - Crystal Room, Lobby Level

Steven Kalar, Senior Litigator and Assistant Federal Public Defender, N.D. CA
(San Francisco)

Sean Broderick, Paralegal Specialist, Office of the Federal Public Defender, N.D.
CA (San Francisco)

This session will introduce participants to the primary uses of Adobe, ISYS, TimeMap, and basic CaseMap functions. Participants will learn how these programs can create searchable data and chronologies in a given case.

(2) Advanced Case Management

Oregon Room, Lower Lobby Level

Douglas Munro, Paralegal Specialist, Georgia Federal Defender Program, Inc.,
Atlanta, GA

This session will introduce participants to the primary uses of Summation case management software, as well as advanced CaseMap functions. In addition, it will present an overview of major differences between Summation and Concordance. The session will be of particular interest to investigators and paralegals who have already used one or more of these programs and who are interested in further exploration of their benefits.

(3) Advanced Trial Presentation

Nevada Room, Lower Lobby Level

Kathleen Love, Esq., McGinn, Carpenter, Montoya and Love, Albuquerque, NM
Sumter Camp, Assistant Federal Public Defender, M.D. TN

This session will focus on the uses of PowerPoint and Trial Director during trial. The session is designed for paralegals and investigators who already have a basic knowledge of one or both of these programs.

(4) Technology in the Field - Portola Room, Lobby Level

Ben Solis, Computer Systems Administrator, Federal Defenders of San Diego,
Inc.

Nora Steele, Paralegal Specialist, Office of the Federal Public Defender, D. AZ
(Phoenix)

Pamela Stephens, Paralegal Specialist, Office of the Federal Public Defender,
W.D. MI (Grand Rapids)

This session will focus on various technological aids to field work, including: a presentation on how to prepare and edit sentencing videos in-house, using readily available software; a presentation on issues related to taking and storing digital photographs; a demonstration of Visio diagramming software; and a moderated discussion of other uses of technology in the field.

4:15-4:30 p.m. Break - Lobby Foyer

4:30-5:30 p.m. Writing Skills

Concurrent Breakouts:

Participants must attend the session for which they signed up in advance of the program.

(1) Drafting Declarations and Reports - Crystal Room, Lobby Level

Nancy Pemberton, Esq., Private Investigator, Pemberton & Associates, San Francisco, CA

This presentation will discuss how to ensure that your reports are clear and concise, and review the essentials in constructing declarations. It will also address discovery rules and how they impact decisions regarding when/how to memorialize information obtained during investigations.

(2) Persuasive Writing - Portola Room, Lobby Level

Ronald Tyler, Assistant Federal Public Defender, N.D. CA (San Francisco)

This presentation will discuss the principles of persuasive writing, preparing participants to apply these principles to writing briefs, motions, sentencing memos and other similar documents.

5:30 p.m. Adjourn for the Day

Saturday, June 23

8:00-8:30 a.m. Refreshments (Coffee and Tea Available) - Lobby Foyer

8:30-10:30 a.m. Small Group Sessions: Writing Skills

Small Group Facilitators (listed at end of agenda) and Room Locations will be posted at the Office of Defender Services Training Branch registration Desk

Participants meet with their small group facilitators to write part of a declaration, report, or sentencing memo, based on the facts of the model case.

10:30-10:45 a.m. Break - Lobby Foyer

**10:45-11:45 a.m. Ethical Dilemmas for the Criminal Defense Team: Panel Presentation
Crystal Room, Lobby Level**

Daniel Stiller, Assistant Federal Public Defender, District of MD (Greenbelt)
Jan Kullberg, Paralegal, Office of the Federal Public Defender, D. AZ (Phoenix)
Martin Richey, Visiting Assistant Federal Public Defender, United States
Sentencing Commission, Washington, D.C.
Fredrick Anderson, Chief Investigator, Office of the Federal Public Defender,
N.D. CA (San Francisco)

Based in part on examples of ethical issues that have arisen during the course of this workshop, we will discuss approaches to resolving the common ethical dilemmas that defense teams are likely to confront.

11:45-11:55 a.m. Closing Remarks - Crystal Room, Lobby Level

11:55 p.m. Adjourn