



**2022 FEDERAL DEFENDER
INVESTIGATOR AND PARALEGAL SEMINAR**

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

**INTERCONTINENTAL CHICAGO MAGNIFICENT MILE
505 NORTH MICHIGAN AVENUE,
CHICAGO, ILLINOIS 6061**

August 16-18, 2022

FINAL AGENDA

Tuesday, August 16, 2022

- 7:30 – 8:30 a.m.** **Registration & Continental Breakfast - *Empire Ballroom***
- 8:30 – 9:00 a.m.** **Welcome and Opening Remarks – *Grand Ballroom***
John Murphy, *Executive Director, Federal Defender Program for the Northern District of Illinois, Chicago, IL*
Joan Politeo, *Attorney Advisor, Defender Services Office, Training Division, Washington, DC*
- 9:00 – 10:15 a.m.** **Plenary: Effective Communication with Clients from Different Backgrounds – *Grand Ballroom***
Moderator: Zanele Ngubeni, *Director of Defender Development, Gideon’s Promise, Inc., Atlanta, GA*
Keeda J. Haynes, *Attorney, Nashville, TN*
Jimmie C. Gardner, *Exoneree, Executive Director of JC Gardner Speaks and Gardner House, Inc., Albany, GA*
Nikki Roberts, *Formerly Incarcerated National Advocate, Cage Free Thinking, Atlanta, GA*

Every federal criminal defense team will work with clients who come from different socioeconomic and racial backgrounds from them. Because developing a trusting and productive client relationship is critical to providing successful client-centered representation, effective communication between client and defense team is a crucial building

block. This session will provide nuts and bolts tools for developing healthy and beneficial client relationships, with an eye on the differences that challenge many of us, and how these dynamics impact both the client and the case.

10:15 – 10:30 a.m.

Break

10:30 – 11:45 a.m.

Concurrent Sessions - 1

1. **Mobile Forensics - Burnham**

(Repeats at 1:15 p.m.)

Jerry Grant, *Digital Forensics Investigator, Office of the Federal Public Defender for the Western District of New York, Rochester, NY*

Mobile forensics is evolving at an extraordinary pace. New devices are regularly introduced to the market with newer encryption techniques that make extracting data more challenging. Understanding how this information can be obtained, processed, and reported is crucial in our cases. This session will provide an overview of the digital forensic process and provide attendees practical tips for examining what is provided in discovery, as well as obtaining our own forensic data for processing and reporting.

2. **Locating and Analyzing Mitigation Documents - Holabird**

(Repeats at 1:15 p.m.)

Christine Pink, *Paralegal, Office of the Federal Public Defender for the Western District of Pennsylvania, Pittsburgh, PA*

This session will provide an overview of the importance of records in developing mitigation evidence. Records are inherently credible because objective, neutral professionals created them long before the client faced criminal charges. They reveal sensitive information that clients and their family members are reluctant to disclose --- and sometimes information that the client and their family members know nothing about.

3. **Conducting “Open-Source” Investigations - Wright**

Maria Sapene, *Investigator, Office of the Federal Public Defender for the Central District of California, Los Angeles, CA*

“Open-Source” investigations can be a gold mine of fact and mitigation evidence. The key is knowing how and where to look. This primer will walk participants through case studies of actual open-source investigations and focus on how to plan and systematically conduct online investigations. We will break down how to create a digital

investigation plan, what resources might be needed, roadblocks you may encounter along the way and how to effectively relay your findings to your team. We will discuss how open-source investigations differ from traditional fact and mitigation investigations, how to plan your investigation, where to find evidence online and what to do when you have reached a dead end.

4. **Understanding the First Step Act: What an Investigator and Paralegal Can Do - Sullivan**

Patricia Richman, *Attorney, National Sentencing Resource Counsel Project, Federal Public and Community Defenders, Washington DC*
Paige Parker, *Investigator, Office of the Federal Public Defender for Oregon, Portland, OR*

Among its many provisions, the First Step Act (FSA) provides opportunities for certain individuals to earn time credits (separate from good time credits) and be released from prison or transferred to prerelease custody based on those credits. In January 2022, the Department of Justice finally issued the regulations governing the earned time credits program, and retroactively applied credits, resulting in the early release of thousands. Whether our clients will benefit from this aspect of the FSA depends on whether they are excluded (due to immigration status, conviction, or judicial findings at sentencing), their risk score (as determined by BOP's new risk assessment tool known as PATTERN), their participation in programming, and the availability of programming. This session will provide paralegals and investigators with an overview of these provisions of the FSA, identify what we know and do not yet know about BOP's implementation of these provisions, and discuss how to best set our clients up to take advantage of the new potential benefits.

5. **Interpreters' Roundtable: Best Practices Across Defender Offices - St. Clair**

Israel Aguilar, *Staff Interpreter, Office of the Federal Public Defender for the Southern District of Texas, Houston, TX*

Michael Kagan, *Staff Interpreter, Office of the Federal Public Defender for the Central District of California, Los Angeles, CA*

Marcia Resler, *Staff Interpreter, Office of the Federal Public Defender for the District of Arizona, Phoenix, AZ*

Sarah Seebeck, *Staff Interpreter, Office of the Federal Public Defender for the District of Arizona, Phoenix, AZ*

Martha Gutiérrez Shepard, *Staff Interpreter, Federal Defenders of San Diego Inc., San Diego, CA*

There is no question our counterparts across defender offices are our own best resource. By learning how colleagues in other districts tackle everyday challenges, (from providing effective coverage for probation interviews to orchestrating efficient project management), participants will gain insight, learn new techniques, and hone existing skills to improve overall job performance.

11:45 a.m. – 1:15 p.m. Lunch

1:15 – 2:30 p.m. Concurrent Sessions - 2

1. **Mobile Forensics - Burnham**

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Jerry Grant, Digital Forensics Investigator, Office of the Federal Public Defender for the Western District of New York, Rochester, NY

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3. **Social Media Investigations - Sullivan**

Maria Sapene, Investigator, Office of the Federal Public Defender for the Central District of California, Los Angeles, CA

Social media investigations can present a unique litany of challenges in your investigation. In this training, we will focus on factors to consider when you have a case involving social media. Using case studies of

actual open-source investigations, participants will learn strategies for creating a digital investigation plan, searching social media, collecting digital evidence, and reporting your findings effectively.

4. **Roundtable for Paralegals – St. Clair**

Nora Steele, *Paralegal, Federal Public Defender’s Office, District of Arizona, Phoenix, AZ*

Emma Hernandez, *Litigation Support Paralegal, Los Angeles, CA*

Brenda Tripp, *Investigator, Office of the Federal Public Defender, Southern District of Illinois, East St. Louis, IL*

Pamela Bishop, *Principal, Commonwealth Litigation Support Services, Inc., Ashland, VA*

This session brings together a group of highly experienced paralegals (and an experienced investigator) who each bring unique perspectives on handling different aspects of our impactful work on the lives of our indigent defense community.

5. **Introduction to Interpreting: From Modern Origins to the Everyday Life of an Interpreter in the Legal Field – Wright**

Marcia Resler, *Staff Interpreter, Office of the Federal Public Defender for the District of Arizona, Phoenix, AZ*

Sarah Seebeck, *Staff Interpreter, Office of the Federal Public Defender for the District of Arizona, Phoenix, AZ*

This presentation on the basics of interpreting will include a brief history of interpreting, a breakdown of the modes of interpretation (from simultaneous to relay interpreting), an overview of the role of the judicial interpreter in different legal settings, including helpful tips for both attorneys and interpreters.

****1:15-4:00 p.m.**

Hands-On Session 1: Ipro Eclipse Discovery Management Software for FDOs – Grand Ballroom

(Repeats on Wednesday at 1:15 p.m.)

Carl Adams, *National Litigation Support Paralegal, Defender Services Office, Training Division, Des Moines, IA*

Sean Broderick, *National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, CA*

Alex Roberts, *National Litigation Support Paralegal, Defender Services Office, Training Division, Oakland, CA*

Kelly Scribner, *Assistant National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, CA*

Joe Wanzala, *National Litigation Support Paralegal, Defender Services Office, Training Division, Oakland, CA*

This hands-on Ipro Eclipse SE introductory session is specifically for federal defender investigators and paralegals. Many Federal Defender Organizations (FDOs) have been exploring the use of Ipro Eclipse SE platform for discovery management as various districts are now receiving discovery from the government in document database export formats including Ipro Eclipse SE Publish. This session focuses specifically on navigating the user interface, organizing discovery through tagging and foldering, search methods and review functionalities within the program (we will not be addressing database creation, document importing, or administrative functions). Selection of the participants will be determined prior to the program. All participants must bring their own laptops and be members of a FDO. **If you are interested in attending a session, you MUST complete the following form which can be found via the link below:** <http://survey.fd.org/TakeSurvey.aspx?SurveyID=2022FDIPSEclipse>.

2:30 – 2:45 p.m.

Break

2:45 – 4:00 p.m.

Concurrent Sessions – 3

1. **Operational Security in a Digital Environment – St. Clair**
Herb Duzant, *Investigator, Office of the Federal Public Defender for the District of Nevada, Las Vegas, NV*
Brian Wiggins, *Chief, National IT Operations & Applications Division, Office of the Federal Public Defender for the Western District of Texas, San Antonio, TX*

In today's digital environment, turning on our devices and accessing the internet can come with as many risks as walking down a dark alley at night. Beside hackers, viruses, and malware, we have the added anxiety of protecting our confidential work product from prying government eyes. This session will focus on the A to Z of (1) personal/work device usage issues; and (2) methods of preparing devices for online and field work investigations.

2. **Hot Topics in Immigration: What You Need to Know - Sullivan**
David Faherty, *Detention Project Supervising Attorney, National Immigrant Justice Center, Chicago, IL*

It is important to understand the intersection between criminal and immigration law. This session will address strategies to best protect non-citizens and avoid immigration consequences.

3. **Forensic Audio: Sound Evidence for the Courtroom - Wright**
Steven D. Beck, *Beck Audio Forensics, Austin, TX*

This session will explore the definition of forensic audio and theory (acoustics, hearing, and voice). Additionally, it will explain how to identify a forensic audio expert witness, including necessary qualifications and standards. Also, analysis and processes used in forensic audio examinations will be covered, including proper handling of evidence and documentation, recording authentication, recorded audio enhancement, voice quality and interpretation and automatic voice ID and translation. Finally, examples of analyzing audio discovery will be discussed.

4. **Investigating White Collar Fraud Cases - Holabird**
Kevin Tate, *Senior Litigator, Office of the Federal Public Defender for the Western District of North Carolina, Charlotte, NC*

White-collar crime or what some have defined as a “non-physical act committed for financial benefit” run the gamut from Ponzi schemes involving millions of dollars to a bank teller’s embezzlement of a few thousand dollars. The modes and means of white-collar crime are more varied than ever before given advances in the way we work and live. This session will provide attendees with a practical approach to investigating these types of cases.

5. **Interpreting for Federal Public Defenders: Beyond the Basics - Burnham**
Israel Aguilar, *Staff Interpreter, Office of the Federal Public Defender, Southern District of Texas, Houston, TX*
Martha Gutiérrez Shepard, *Staff Interpreter, Federal Defenders of San Diego Inc., San Diego, CA*

From staff interpreters to staff wearing an interpreter hat, this one is for you! If you have interpreting experience in the free-lance world, is it any different to be part of a defender organization? If you have worked for defender organizations before, but now you are the new interpreter, has anything changed? This presentation will guide you on best practices for interpreters, by interpreters, with interpreters. It will address how to be an interpreter in a team and how to team up with the interpreter.

4:00-4:15 p.m.

Break

4:15-5:30 p.m.

**Plenary: Identifying Clients Living with Mental Illness -
Grand Ballroom**

Dr. LeRoy Reese, *Ph.D., Lorio Psych Group, Atlanta, GA*

Identifying clients living with mental illness at the early stages of the case impacts every other aspect of our advocacy on behalf of those clients. Defense team investigators and paralegals, by virtue of their contact with clients soon after cases are assigned, play a critical role in early identification of the signs of mental illness. This session will focus on recognizing signs of mental illness and learning to communicate with empathy and respect.

5:30 p.m.

**Award Presentation – Paralegal and Investigator of the Year
- Grand Ballroom**

5:45 p.m.

Adjourn for the day

Wednesday, August 17, 2022

8:00 – 9:00 a.m. Registration & Continental Breakfast – Empire Ballroom

9:00– 10:15 a.m. The Busy Paralegal and Investigator’s Framework for Dealing with Evidence Problems – Grand Ballroom
Rene Valladares, *Federal Public Defender, Office of the Federal Public Defender, Las Vegas, NV*

This session will provide a framework for how paralegals and investigators can effectively tackle evidence issues. The presenter will review evidence problems from relevance and prejudice, through character and hearsay evidence, lay and expert opinion testimony, concluding with authentication and Confrontation Clause issues.

10:15 – 10:30 a.m. Break

10:30 – 11:45 a.m. Concurrent Sessions – 4

1. **Safety in the Field – St. Clair**
(Repeats at 1:15 p.m.)
Herb Duzant, *Investigator, Office of the Federal Public Defender for the District of Nevada, Las Vegas, NV*

Federal defender staff face many security challenges in fieldwork assignments, often while working alone. This session will provide resources and tips on how best to mitigate various types of potential risks when working in the field.

2. **Implicit Bias: Not Just a Police Problem - Sullivan**
(Repeats at 1:15 p.m.)
Natasha M. Dartigue, *Maryland State Public Defender, Baltimore, MD*

As leaders fighting for meaningful change in the criminal justice system, our success often lies in the ability to bridge the gap between our professed values and daily behaviors. During the session participants will learn how implicit bias operates, examine, and unpack their own biases, and explore strategies that interrupt inequitable practices at the interpersonal level.

2. **Effective Management of Issues with the Bureau of Prisons - Wright**
(Repeats at 1:15 p.m.)
Phillip Wise, *Consultant/Retired Assistant Director of Bureau of Prisons, Milledgeville, GA*

Understanding how the Bureau of Prisons (BOP) works is critical to our defense team roles for those clients who are destined for prison. This session will provide practical tips on how we can best advocate for our clients when dealing with the BOP.

4. **Excel for Paralegals and Investigators - Holabird**

(Repeats on Thursday at 10:15 a.m.)

Alex Roberts, *National Litigation Support Paralegal, Defender Services Office, Training Division, Oakland, CA*

Microsoft Excel is a powerful tool that has simple to complex features that can be useful for a host of tasks that paralegals and investigators face in their work. In this session, participants will learn how they can use Excel to maintain and organize discovery, track witnesses, exhibits and other important case information. Other topics covered will include creating and using a Discovery Log, using Excel's sort and filter functions, searching a spreadsheet, and creating hyperlinks to external documents and media files.

5. **Updating Our Vocabulary to Advance Our Practice - From Forfeiture Clauses to Plea Agreement Terminology - Burnham**

Marcia Resler, *Staff Interpreter, Office of the Federal Public Defender for the District of Arizona, Phoenix, AZ*

Sarah Seebeck, *Staff Interpreter, Office of the Federal Public Defender for the District of Arizona, Phoenix, AZ*

This advanced terminology session will go beyond the more basic, standardized parlance of plea agreements by dissecting complex forfeiture language. Translation solutions will be offered to facilitate a more normalized interpretation and therefore a better understanding of this otherwise complicated section during a typical attorney-client review.

11:45 a.m. - 1:15 p.m.

Lunch

1:15 - 2:30 p.m.

Concurrent Sessions - 5

1. **Safety in the Field - St. Clair**

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3. **Tackling Fraud Cases: Maximizing Strategies for Minimizing Loss**

- **Holabird**

(Repeats on Thursday at 8:45 a.m.)

Pamela Bishop, *Principal, Commonwealth Litigation Support Services, Inc., Ashland, VA*

In this session, the presenter will use a real case scenario on how to triage a fraud case when it first hits your desk; provide options for case organization and which options might work best in a particular situation; and explain what key information attendees should be searching for when reviewing documents. The presentation will also touch on some of the special challenges that fraud clients present, and how approaching a fraud case from a team-building perspective can achieve the best results.

5. **Where There's a Will, There's a Way: Remote Interpreting Before, During and "After" COVID - Burnham**

(Repeats on Thursday at 8:45 a.m.)

Laura Garcia-Hein, *Staff Interpreter, United States District Court for the District of Nebraska Omaha, NE*

Come join us for a behind-the-scenes look at the devices that help interpreters keep the lines of communication open between attorneys, clients, and witnesses, even when being physically together is not a viable option. This presentation will include a close-up look at several remote interpreting options, including how to run a meeting with just two cell phones and tips on how to share documents over the phone. If nothing else, Covid has taught us all that remote interpreting is possible. Together, let us continue to learn about these new possibilities.

****1:15-4:00 p.m.**

Hands on Training Session 2: Ipro Eclipse Discovery Management Software for FDOs - Grand Ballroom

(Repeat from Tuesday)

Carl Adams, *National Litigation Support Paralegal, Defender Services Office, Training Division, Des Moines, IA*

Sean Broderick, *National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, CA*

Alex Roberts, *National Litigation Support Paralegal, Defender Services Office, Training Division, Oakland, CA*

Kelly Scribner, *Assistant National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, CA*

Joe Wanzala, *National Litigation Support Paralegal, Defender Services Office, Training Division, Oakland, CA*

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2:30 – 2:45 p.m.

Break

2:45 – 4:00 p.m.

Concurrent Sessions - 6

1. **Ethical Dilemmas in Social Media Investigations – St. Clair**

Maria Sapene, Investigator, Office of the Federal Public Defender for the Central District of California, Los Angeles, CA

Jennifer Merrigan, Attorney, Phillips Black, Philadelphia, PA

While social media can provide a wealth of valuable fact and mitigation evidence, it can also be an ethical minefield. In this plenary we will discuss some of the most common ethical dilemmas you will encounter. Topics will include contacting witnesses over social media, preservation and spoliation of digital evidence, and pitfalls to avoid when reviewing witness social media accounts.

2. **Restorative Justice in Federal Court - Sullivan**

Vivianne Guevara, Director of Client & Mitigation Services, Federal Defenders of New York, Inc., Brooklyn, NY

In some districts, there is a shift away from traditional notions of crime and punishment and toward restorative justice. This session will focus on the emerging practice of restorative/peacemaking circles in federal defense and U.S. District Courts. In this session, participants will learn practical tips on how to develop and plan a restorative circle in your court.

3. **Forensic Toxicology – Drug Distribution Resulting in Death - Wright**

(Repeats on Thursday at 8:45 a.m.)

Desiree Lassiter, Visiting Attorney Advisor, Defender Services Office, Training Division, Baltimore, MD

Holly Sullivan, Attorney, Federal Defenders of San Diego, Inc., San Diego, CA

Are these the headlines for your case - “An accused drug dealer with a long criminal record has been charged with providing fentanyl that killed a woman last summer,” “Heroin overdoses will now be considered homicides, coroner says,” “They Shared Drugs. Someone Died. Does That Make Them Killers,” “Prosecutors are increasingly treating overdose deaths as homicides, but they are not just going after dealers. Friends, family, and fellow users are going to prison.” This session will cover general information concerning the cause and manner of death determination, information concerning common drugs that can cause death and how they cause death, and what to look for in the autopsy and the attached toxicology in your case.

4. **The Anatomy of a Case - Holabird**
Nora Steele, *Paralegal, Federal Public Defender's Office, District of Arizona, Phoenix, AZ*
Emma Hernandez, *Litigation Support Paralegal, Los Angeles, CA*

This session will address how best to analyze and work-up a case -from what to do when you first receive discovery, to taking the case to trial, and everything in between. In addition, this session will give you practical tips on what tools you can use to manage your cases.

5. **Ethical Dilemmas for Interpreters of the Public Defender Organization - Burnham**
Michael Kagan, *Staff Interpreter, Office of the Federal Public Defender for the Central District of California, Los Angeles, CA*

This session will focus on how we define our roles as interpreters in a client-centered organization. The presenter will examine our roles through the lens of the code of ethics of Judicial, Medical and Sign Language. This session will also provide both historical examples and common scenarios, that define the scope and the limits of the practice of interpreter.

4:00 – 4:15 p.m.

Break

4:15 – 5:30 p.m.

Plenary: The Role of Culture in Building a Strong Public Defender Office - Grand Ballroom

Chantá Parker, *Partner, The Management Center, Detroit, MI*

Public defender offices need to understand culture and cultivate an equitable and inclusive culture in order to succeed. Why? Because culture drives everything that we do. When the culture of a public defender office disconnects from its stated values, problems arise. An office might claim it is dedicated to providing zealous advocacy for its clients, but bias, harsh outcomes and poor morale may lead to a culture of complacency and resignation.

Investigators, paralegals, mitigation specialists, interpreters and other non-attorney staff can play an important role in shifting public defense culture. The presentation explores the presenter's journey to build a new public defender office, change the culture of indigent defense and address the entrenched systemic issues in Wayne County, Michigan. Participants will learn how to recognize culture, how they can help cultivate an equitable and inclusive culture in their office, and how this culture change can pave the road to broader organizational and systemic change.

5:30 p.m.

Adjourn

Thursday, August 18, 2022

7:45 – 8:45 a.m.

Registration & Continental Breakfast – Empire Ballroom

8:45 – 10:00 a.m.

Concurrent Sessions -7**1. Effective Report Writing (Part 1 of 2) - Sullivan**

Trish Slater, *Chief Investigator, Office of the Federal Public Defender for the District of Maryland, Baltimore, MD*

The first session of a two-part presentation will address how best to ensure that reports are clear, concise and review the essentials is in constructing meaningful accounts.

2. Forensic Toxicology – Drug Distribution Resulting in Death

(Repeat from Wednesday at 2:45 p.m.) - **Wright**

Desiree Lassiter, *Visiting Attorney Advisor, Defender Services Office, Training Division, Baltimore, MD*

Holly Sullivan, *Attorney, Federal Defenders of San Diego, Inc., San Diego, CA*

Are these the headlines for your case - “An accused drug dealer with a long criminal record has been charged with providing fentanyl that killed a woman last summer,” “Heroin overdoses will now be considered homicides, coroner says,” “They Shared Drugs. Someone Died. Does That Make Them Killers,” “Prosecutors are increasingly treating overdose deaths as homicides, but they are not just going after dealers. Friends, family, and fellow users are going to prison.” This session will cover general information concerning the cause and manner of death determination, information concerning common drugs that can cause death and how they cause death, and what to look for in the autopsy and the attached toxicology in your case.

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(Repeat from Wednesday at 1:15 p.m.) - **Holabird**

Pamela Bishop, Principal, Commonwealth Litigation Support Services, Inc., Ashland, VA

In this session, the presenter will use a real case scenario on how to triage a fraud case when it first hits your desk; provide options for case organization and which options might work best in a particular situation; and explain what key information attendees should be searching for when reviewing documents. The presentation will also

touch on some of the special challenges that fraud clients present, and how approaching a fraud case from a team-building perspective can achieve the best results.

4. **Sentencing Data – St. Clair**

(Repeats at 10:15 am)

Tina Woehr, *Attorney, National Sentencing Resource Counsel, Federal Public and Community Defenders, Washington DC*

Allison Bruning, *Data Analyst, National Sentencing Resource Counsel, Federal Public and Community Defenders, Austin, TX*

The tables and graphs made available by the Commission do not answer with enough precision questions of interest to defenders and judges, such as: What kinds of sentences have been imposed in cases like my client? This session will put Sentencing Commission data, and a tool to use it, directly in defenders' hands. Participants will be provided with a Codebook, instructions, and downloadable Excel Worksheet and will learn how to identify defendants sentenced under the same guideline, with the same or similar offense level and criminal history adjustments. Whether you love numbers and statistics, or not, this session is for you: the material and presentation will presume no prior experience with the Commission's data or with Excel.

5. **Free and Low-Cost Litigation Support Software - Burnham**

Carl Adams, *National Litigation Support Paralegal, Defender Services Office, Training Division, Des Moines, IA*

We no longer live in a paper world. Case materials come in varied digital formats which, at times, can be difficult for the defense team to access and review. This presentation will demonstrate several free and low-cost litigation support software programs and give tips and tricks that can help you resolve discovery access and review issues in your next case.

10:00 – 10:15 a.m.

Break

10:15 – 11:30 a.m.

Concurrent Sessions - 8

1. **Effective Report Writing (Part 2 of 2) - Sullivan**

Trish Slater, *Chief Investigator, Office of the Federal Public Defender for the District of Maryland, Baltimore, MD*

This second session will address principles of persuasive writing providing attendee with the foundation to create effective investigation and mitigation reports.

2. **Working Effectively as a Team - Wright**

Vivianne Guevara, Director of Client & Mitigation Services, Federal Defenders of New York, Inc., Brooklyn, NY

Desiree Lassiter, Visiting Attorney Advisor, Defender Services Office, Training Division, Baltimore, MD

Successful teamwork requires that we each understand the essential role we play as investigators, paralegals, mitigation specialists, and interpreters. Awareness of the critical roles each member of the team plays will ensure that the representation we provide as advocates is not only client centered but effective in communicating the theories and themes of the case. This session will address the challenges and paths toward success as a team.

3. **Excel for Paralegals and Investigators - Holabird**

(Repeat from Wednesday at 10:30 a.m.)

Alex Roberts, National Litigation Support Paralegal, Defender Services Office, Training Division, Oakland, CA

Microsoft Excel is a powerful tool that has simple to complex features that can be useful for a host of tasks that paralegals and investigators face in their work. In this session, participants will learn how they can use Excel to maintain and organize discovery, track witnesses, exhibits and other important case information. Other topics covered will include creating and using a Discovery Log, using Excel's sort and filter functions, searching a spreadsheet, and creating hyperlinks to external documents and media files.

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(Repeat from 8:45 am)

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11:30 – 11:45 a.m.

Break

11:45 a.m. – 1:00 p.m.

Plenary: Investigating the Confidential Informant - Grand Ballroom

Craig Albee, *Federal Defender, Federal Defender Services of Wisconsin, Inc., Milwaukee, WI*

Bill Gowin, *Investigator, Federal Defender Services of Wisconsin, Inc., Milwaukee, WI*

Too often investigators and paralegals are not adequately informed of the legal concepts which provide a path to sources of impeachment evidence. Investigative opportunities about the confidential informant may be missed which can have devastating consequences at the plea negotiation and trial stages of the case. This session will focus on (1) the legal principles investigators and paralegals need to know to investigate informants efficiently and productively, and (2) the sources of information which must be pursued to set the stage for impeachment of informants.

1:00 p.m.

Closing Remarks – Grand Ballroom

Joan Politeo, *Attorney Advisor, Defender Services Office, Training Division, Washington, DC*