

Below is the agenda for the
JUNE 2011
PARALEGAL & 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.

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, CA
Sir Francis Drake Hotel
June 23-25, 2011

Final Agenda

Thursday, June 23

- 7:30 - 8:30 a.m. Registration & Continental Breakfast
Walnut Room, Second Floor
- 8:30 - 8:40 a.m. Welcome and Introduction to Workshop
Empire Ballroom, Second Floor
Barry Portman, Federal Public Defender, N.D. CA
Lisa Porcari, Attorney-Advisor, Office of Defender Services, Administrative
Office of U.S. Courts, Washington, DC
- 8:40 - 9:40 a.m. Defense Team Roles & Developing an Investigative/Organizational Plan
Empire Ballroom, Second Floor
Sean Broderick, National Litigation Support Administrator, Office of Defender
Services, Administrative Office of U.S. Courts (Oakland, CA)
Madeline Larsen, Investigator, Office of the Federal Public Defender, N.D. CA
(Oakland)
Ronald Tyler, Assistant Federal Public Defender, N.D. CA (San Francisco)

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.

- 9:40 - 10:40 a.m. [Locating Witnesses, Records and Relevant Documents](#)
Empire Ballroom, Second Floor
 Kevin Murphy, Chief Investigator, Office of the Federal Public Defender, D. NJ (Camden)
- 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.
- 10:40 -10:50 a.m. Break
- 10:50 a.m. - 12:50 p.m. Small Group Session: 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.
- 12:50 - 2:15 p.m. Lunch (on your own)
- 2:15 - 3:15 p.m. [Analyzing Documents](#)
Empire Ballroom, Second Floor
 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.
- 3:15 - 3:30 p.m. Break
- 3:30 - 5:30 p.m. Small Group Session: 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.
- 5:30 p.m. Adjourn for the day

Friday, June 24

8:00 - 9:00 a.m. Continental Breakfast
Walnut Room, Second Floor

9:00 - 10:00 a.m. [Interviewing Witnesses](#)
Empire Ballroom, Second Floor
Madeline Larsen, Investigator, Office of the Federal Public Defender, N.D. CA
(Oakland)

This session will cover strategies for interviewing different types of witnesses, including friendly, neutral and hostile fact witnesses. The presentation will touch on consideration of cultural differences, use of interpreters, and note-taking.

10:00 - 10:15 a.m. Break

10:15 a.m -
12:15 p.m. Small Group Session: 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 - 1:45 p.m. Lunch

1:45 - 2:45 p.m. [Defending a Case in an Online World](#)
Empire Ballroom, Second Floor
Victor Gomez, Investigator, Office of the Federal Public Defender, C.D. CA
(Santa Ana)
Jonathan Lyon, Private Investigator, Chicago, IL

This session will teach participants techniques for using the internet as an investigative and research aid in their cases. Participants will discover new sites and software; learn a better way of using search engines to get results that are more relevant, and less daunting in number; and discuss the impact of social networking sites on investigation.

2:45 - 3:45 p.m. Small Group Session: All 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 continue work on skills highlighted throughout the workshop thus far.

3:45 - 4:00 p.m. Break

4:00 - 5:00 p.m. Concurrent Breakouts (participants sign up for one of the two sessions prior to the workshop):

(1) [Drafting Declarations and Reports](#)

Empire Ballroom, Second Floor

Eric Mason, Private Investigator, Mason Investigative Group, Emeryville, CA

This presentation will discuss how to ensure that your reports are clear and concise, and review the essentials in constructing declarations.

(2) [Persuasive Writing](#)

Carmel Room

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. Particular emphasis will be on sentencing memos.

5:00 p.m. Adjourn for the Day

Saturday, June 25

- 7:30 - 8:30 a.m. Continental Breakfast
Walnut Room, Second Floor
- 8:30 - 10:30 a.m. Small Group Session: 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
- 10:45 - 11:45 a.m. Ethical Dilemmas for the Criminal Defense Team - Panel Presentation
Empire Ballroom, Second Floor
Geoffrey Hansen, First Assistant Federal Public Defender, N.D. CA
Jan Kullberg, Paralegal, Office of the Federal Public Defender, D. AZ (Phoenix)
Martin Richey, Assistant Federal Public Defender, D. MA (Boston)
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 a.m. - noon Closing Remarks
- Noon Adjourn

SMALL GROUP FACILITATORS

Ramon Acosta, Assistant Federal Public Defender, D. NV (Reno)
Fredrick Anderson, Chief Investigator, Office of the Federal Public Defender, N.D. CA (San Francisco)
Pamela Bishop, Paralegal Investigator, Office of the Federal Public Defender, E.D. VA (Richmond)
Sean Broderick, National Litigation Support Administrator, Office of Defender Services, Administrative
Office of U.S. Courts (Oakland, CA)
Douglas Cole, Investigator, Office of the Federal Public Defender, N.D. CA (San Jose)
Ronald Davis, Investigator, Office of the Federal Public Defender, E.D. MO (St. Louis)
Victor Gomez, Investigator, Office of the Federal Public Defender, C.D. CA (Santa Ana)
Catherine Goulet, Investigator, Office of the Federal Public Defender, N.D. CA (San Francisco)
Emma Hernandez, Paralegal, Office of the Federal Public Defender, C.D. CA (Los Angeles)
Denise Hines, Paralegal Specialist, Office of the Federal Public Defender, D. NV (Reno)
Jan Kullberg, Paralegal, Office of the Federal Public Defender, D. AZ (Phoenix)
Madeline Larsen, Investigator, Office of the Federal Public Defender, N.D. CA (Oakland)
Stephen Marley, Attorney-Advisor, Office of Defender Services, Administrative Office of U.S. Courts,
Washington, DC
Doug Munro, Paralegal, Georgia Federal Defender Program, Inc. (Atlanta)
Kevin Murphy, Chief Investigator, Office of the Federal Public Defender, D. NJ (Camden)
Mark Neer, Chief Paralegal, Office of the Federal Public Defender, C.D. CA (Los Angeles)
Martin Richey, Assistant Federal Public Defender, D. MA (Boston)
Beverly Solomon, Investigator, Federal Defender Office, E.D. MI (Detroit)