

Below is the agenda for the  
JUNE 2012  
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  
June 28-30, 2012

Final Agenda

---

Thursday, June 28

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  
Geoffrey Hansen, First Assistant Federal Public Defender, N.D. CA  
Mary McNamara, Swanson, McNamara & Haller LLP, CJA Panel Attorney  
District Representative, 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)  
Ned Smock, Assistant 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.

- 9:40 - 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 - **Walnut Room**
- 10:50 a.m. -              Small Group Session: Creating an Investigative/Organizational Plan  
12:50 p.m.              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 - **Walnut Room, Second Floor**
- 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 29

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 - Walnut Room, Second Floor

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 (on your own)

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)

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 - Walnut Room, Second Floor

4:00 - 5:00 p.m. Concurrent Breakouts (participants attend the session for which they signed up prior to the workshop):

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

**Empire Ballroom, Second Floor**

Denise Hines, Paralegal, Office of the Federal Public Defender, D. NV  
(Reno)

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, Second Floor**

Martin Richey, Third Level Supervisory Assistant Federal Public  
Defender, D. MA (Boston)

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