

FUNDAMENTALS PROSECUTION

January 23-25, 2008



Presented by:
The Prosecuting Attorneys' Council of Georgia
at the
Unicoi Lodge
Helen, Georgia

Fundamentals of Prosecution

Unicoi Lodge, Helen, Georgia

January 23-25, 2008

COURSE DETAILS

overview

The **Fundamentals of Prosecution** Course is specially designed to prepare newly hired assistant district attorneys and assistant solicitors-general to make the transition from law student to prosecutor. It is the Continuing Legal Education component of the **Transition Into Prosecution** program and meets all the requirements for newly admitted lawyers under Rule 8-104 of the State Bar of Georgia (**Transition Into Law Practice Program**). Students who attend the **Fundamentals of Prosecution Course** and participate in the mentoring component, will acquire "the practical skills, judgment and professional values necessary to practice law in a highly competent manner" required of the public prosecutor. The Fundamentals of Prosecution Course is scheduled to begin at 12:00 noon on Wednesday, January 23, 2008 and will conclude at noon on Friday, January 25, 2008.

eligibility

Prosecutors admitted to practice in the State of Georgia on or after July 1, 2005, who are participating in the **Transition Into Prosecution Program**, must attend **Fundamentals of Prosecution** within 12 months of the date of their admission to the Bar.

registration deadline

Please fill out and mail the registration form to PAC or fax to the Training Division at 404-969-0017. All registrations must be received by Friday, January 11, 2008. The registration fee is \$190.00.

Prosecuting Attorneys' Council of Georgia (PACOG)
104 Marietta Street NW
Suite 400
Atlanta, Georgia 30303
(Main) 404-969-4001 (Fax) 404-969-0017

location

The **Fundamentals of Prosecution** Course will be held at Unicoi Lodge in Helen, Georgia

lodging

The Unicoi Lodge is located in the beautiful North Georgia Mountains just outside of the town of Helen, Georgia. Many other hotels are located in the town of Helen. When making your reservations, please inform the hotel that you are with the *Prosecuting Attorneys' Council of Georgia* group. The negotiated rate varies by hotel. The maximum room reimbursement PAC will pay is \$70.00. When you check in, regardless of the hotel you stay in, please turn in your hotel/motel tax exempt form (enclosed with this announcement) at the front desk. For directions to the various hotels, please visit www.mapquest.com or contact the hotels directly.

The Lodge at Unicoi

Unicoi State Park & Lodge
P.O. Box 849, Helen, Georgia 30523
706-878-2201
\$70 lodge rooms per night
\$69 one-bedroom cabins per night
\$89 two-bedroom cabins per night
\$109 three-bedroom cabins per night
Cutoff date: December 12, 2007
www.unicoilodge.com

Country Inn and Suites

877 Edelweiss Strasse, Helen, Georgia 30545
800-456-4000 or 706-878-9000
\$59 per night
Cutoff date: December 12, 2007
www.countryinns.com/helenga

If you request a room and you do not show up, you will be billed for that night.

Fundamentals of Prosecution

January 23-25, 2008

COURSE DETAILS *(continued)*

reimbursement

A reimbursement form will be provided when you check in at the conference on Wednesday. PAC will reimburse State employees for lodging, meals and mileage. County employees are only eligible for lodging and meal reimbursement. You may seek reimbursement for two (2) nights lodging; however, attendees whose office is located 300 miles or more away from Unicoi Lodge may seek reimbursement for Tuesday night, for a total of three (3) nights lodging. Attendees whose office is located within a 35 mile radius of the Unicoi Lodge will not be eligible to seek reimbursement for lodging. For any questions regarding reimbursement procedures you may contact Judith Greenblatt at 404-969-4001. PAC will reimburse for actual expenditures, or the following rates, whichever is less:

\$69	per night (maximum)
\$6	breakfast (on Wednesday only)
\$7	lunch
\$15	dinner
\$0.485	per mile (If no state vehicle is available and as of 10-18-07. This rate is subject to change.)

PAC will provide the following meals at the Lodge:

Thursday: Breakfast and Lunch
Friday: Breakfast

YOU MAY NOT CLAIM REIMBURSEMENT FOR ANY MEALS THAT ARE PROVIDED REGARDLESS OF WHETHER OR NOT YOU ATTEND THE MEAL.

CLE

There will be a (tentative) total of 15 general CLE hours available, including 2.5 Ethics, 1 Professionalism and 6 Trial. The cost of your CLE hours is included in the registration fee of \$190.00. Your CLE affidavits must be filled out and turned in before you leave the conference. PAC will provide you with a CLE affidavit when you check into the conference.

student attendance

The PAC Training Division will send information packets to each student once we receive your registration form. All students must attend all of the scheduled sessions.

tentative agenda

- Role and Function of the Prosecutor
- Ethics for Prosecutors
- Professionalism/Liability
- Georgia Lawyer Assistance Program
- Duties of the District Attorney and Solicitor-General
- Dealing with the Community and the Media
- Dealing with Victims and Using Your Victim Advocate
- Discovery
- Interviewing Witnesses and Police Officers
- Preparing Charging Documents
- Plea Bargaining
- Asset Forfeitures and RICO
- Appellate Advocacy
- Role of PAC

2008 Fundamentals of Prosecution Registration

section 1

Mr./Ms: _____ Title: _____
Office Address: _____ Office Phone: _____
_____ Office Fax: _____
_____ GA Bar #: _____
City: _____ State: _____ Zip: _____ S.S.N.: _____
E-mail: _____

section 2

Check Appropriate Office of Employment

DA's Office: _____ SG's Office: _____ Attorney General's Office
Circuit of Employment County of Employment

Please Circle one: *STATE PAID* or *COUNTY PAID* or *STATE PAID/COUNTY REIMBURSED*

section 3

Date you received notice that you passed the Bar: month: _____ year: _____
Date you were sworn into Superior Court: month: _____ year: _____
Date employed by DA or SG office: month: _____ year: _____
Mentor's Name: _____ or Mentor not assigned: _____

Please make your check for \$190.00 payable to: **Prosecuting Attorneys' Council of Georgia**
Please mail this form and your check to: **Prosecuting Attorneys' Council of Georgia**
104 Marietta Street, NW, Suite 400
Atlanta, GA 30303
You may return this form by fax to: 404-969-0017