

FEDERAL JUDICIAL CENTER



SHORT COURSE FOR FEDERAL PUBLIC DEFENDERS

AUGUST 10-13 1971

The Federal Judicial Center presents a Short Course for Federal Public Defenders. This course is designed to enhance the professional competence of the participants. Instruction presented will encompass the latest developments in the subject areas, with emphasis on practical solutions to prevailing problems of an administrative and legal nature. A forum for mutual exchange of information will be provided.

SHORT COURSE FOR FEDERAL PUBLIC DEFENDERS

AUGUST 10-13, 1971

TUESDAY, AUGUST 10

8:15- Registration, Dolley Madison House,
8:45 1520 H Street, N.W.

MORNING SESSION

9:00 INTRODUCTIONS AND OPENING REMARKS

*The Honorable Alfred P. Murrah
Director,
The Federal Judicial Center
Washington, D.C.*

WELCOME

*The Honorable Rowland F. Kirks
Director,
Administrative Office of the
United States Courts
Washington, D.C.*

9:30 THE FEDERAL PUBLIC DEFENDER PROGRAM
AND THE JUDICIAL CONFERENCE:
developments under the 1964 Act;
revisions of 1970; the role of the
Conference Committee.

*William E. Foley
Deputy Director,
Administrative Office of the
United States Courts
Washington, D.C.*

- 10:00 BUDGET FORMULATION AND EXECUTION:
submission of estimates to the
Administrative Office; approval by
the Judicial Conference; Congress-
ional allowances and administrative
allocation of funds; statutory
requirements and administrative
standards or guidelines; evaluation
of program and performance (work
measurement).

Edward V. Garabedian
Assistant Chief (For Finance),
Division of Business Administration,
Administrative Office of the
United States Courts
Washington, D.C.

- 10:45 INTERMISSION

- 11:00 THE COLLECTION AND PUBLICATION OF
DATA FOR THE FEDERAL JUDICIARY:
type of information gathered;
processing; publication and use;
computer usage; statistics and
court operations; services provided
to the field; improvements needed.

Norbert A. Halloran
Acting Chief,
Division of Procedural Studies and
Statistics,
Administrative Office of the
United States Courts
Washington, D.C.

- 12:00 LUNCHEON INTERMISSION

AFTERNOON SESSION

- 2:00 PERSONNEL ADMINISTRATION IN THE UNITED STATES COURT SYSTEM: functions, duties, and responsibilities of the Division of Personnel; staffing provisions of the Federal Public Defender statute and their peculiarities in relation to the personnel provisions of other statutes; qualification standards for the personnel of Federal Public Defender Offices.

*William T. Barnes
Chief, Division of Personnel,
Administrative Office of the
United States Courts
Washington, D.C.*

- 2:30 PAYROLL PROCEDURES AND FRINGE BENEFITS: payroll processing; time and attendance reports; benefits of the Civil Service Retirement System; Federal Employees Group Life Insurance - regular and optional; Federal Employees Health Benefits; United States Savings Bonds Program.

*Miss M. Patricia Carroll
Chief,
Retirement, Insurance and Payroll
Section,
Division of Business Administration,
Administrative Office of the
United States Courts
Washington, D.C.*

3:15 INTERMISSION

3:30 PROCUREMENT, TRAVEL AND PROPERTY
MANAGEMENT: furniture and furnish-
ings; equipment; office machines;
law library; supplies; printing;
travel; transportation of material;
contractual services.

*Lucian D. Drake
Chief,
Procurement and Property Management
Section,
Division of Business Administration,
Administrative Office of the
United States Courts
Washington, D.C.*

4:15 SPACE AND COMMUNICATIONS: space is
money - use it wisely; space guide-
lines for public defenders; pro-
cedures for acquiring additional
space, obtaining alterations and
other tenant changes; complaints;
budgetary considerations; local
telephone service - advance auth-
orization required - guidelines,
FTS intercity network and teletype
service; annual allotments for
commercial toll calls and telegrams.

*Carroll A. Hefner
Chief,
Space and Facilities Section,
Division of Business Administration,
Administrative Office of the
United States Courts
Washington, D.C.*

5:00 ADJOURNMENT

6:00- RECEPTION - Dolley Madison House
7:00

WEDNESDAY, AUGUST 11

MORNING SESSION

9:00 RECENT CONSTITUTIONAL DEVELOPMENTS
IN CRIMINAL PROCEDURE: the expanding
right to counsel; division over the
Fourth Amendment; guilty pleas and
plea bargaining; jury trial and jury
nullification; confrontation clause;
double jeopardy.

*Monrad G. Paulsen
Dean, School of Law
University of Virginia
Charlottesville, Virginia*

10:30 INTERMISSION

10:45 RECENT CONSTITUTIONAL DEVELOPMENTS
IN CRIMINAL PROCEDURE (continued)

Dean Paulsen

12:00 LUNCHEON - Dolley Madison House

AFTERNOON SESSION

2:00 INTERNAL OPERATION AND RECORD-
KEEPING: panel selection and manage-
ment; pre-arrest representation;
continuity of representation;
eligibility for defender services;
operation of branch offices;
internal record keeping; what con-
stitutes a "case" for statistical
purposes?; uniform reporting system.

*James F. Hewitt
Federal Public Defender
San Francisco, California*

*Tom Karas
Federal Public Defender
Phoenix, Arizona*

3:30 INTERMISSION

3:45 INTERNAL OPERATION AND RECORD-
KEEPING (Continued)

Messrs. Hewitt and Karas

5:00 ADJOURNMENT

THURSDAY, AUGUST 12

MORNING SESSION

9:00 OPERATION OF A COMMUNITY DEFENDER
ORGANIZATION: origins and structure
of ongoing Community Defender
Organizations; funding - initial
and ongoing; budgetary problems;
office operations; space needs;
library needs; equipment require-
ments; motion and brief bank;
attorneys - staff and panel;
supporting personnel; law school
projects.

*Terence E. MacCarthy
Director,
Federal Defender Program, Inc.
Chicago, Illinois*

*John J. Cleary
Director,
Federal Defenders of San Diego, Inc.
San Diego, California*

10:30 INTERMISSION

10:45 OPERATION OF A COMMUNITY DEFENDER
ORGANIZATION (Continued)

Messrs. MacCarthy and Cleary

12:00 LUNCHEON INTERMISSION

AFTERNOON SESSION

2:00 MODERN MANAGEMENT TECHNIQUES: styles
of management; leadership; working
with groups; coaching subordinates;
planning; three way communication;
management decision making.

Charles D. King
General Management Training Center
United States Civil Service Commission
Washington, D.C.

3:30 INTERMISSION

3:45 MODERN MANAGEMENT TECHNIQUES (Con-
tinued)

Mr. King

5:00 ADJOURNMENT

7:00 DINNER - Army-Navy Club, Farragut
Square and I St., Washington, D.C.

FRIDAY, AUGUST 13

MORNING SESSION

9:00 THE PUBLIC DEFENDER, THE PROBATION
OFFICER, AND THE OFFENDER: some gen-
eral statements about crime and the
offender; the underlying philosophy
of probation; probation and parole;
the pre-sentence investigation; sen-
tencing the offender; conditions of
supervision; terminating supervision.

Victor H. Evjen
Assistant Chief,
Division of Probation,
Administrative Office of the
United States Courts
Washington, D.C.

10:15 INTERMISSION

10:30 SEMINAR: ADMINISTRATIVE PROBLEMS
IN ESTABLISHING AND OPERATING A
PUBLIC DEFENDER OFFICE. *Panel will
consist of selected speakers appear-
ing on the program.*

*At the time of their arrival, as
well as during the institute, the
participants may submit questions
in writing (fifty words or less).
The questions will be discussed in
the order submitted.*

12:00 ADJOURNMENT

GENERAL INFORMATION

REGISTRATION FEE: A registration fee of seventeen dollars (\$17) per person is charged to cover the costs of the following functions:

Reception: Dolley Madison House
1520 H Street, N.W.
August 10, 6:00 P.M.

Luncheon: Dolley Madison House
August 11, 12:00 P.M.

Dinner: Army-Navy Club
Farragut Square and I St. N.W.
August 12, 7:00 P.M.

Spouses of the registrants are cordially invited to attend both the reception and the dinner. A charge of ten dollars (\$10) is made to cover the cost of these functions.

REGISTRATION: Registration will be held from 8:15 A.M. to 8:45 A.M. on Tuesday, August 10 at the Federal Judicial Center (Dolley Madison House). The opening session will begin promptly at 9:00 A.M. on August 10. Participants are requested to submit registration forms not later than August 5, 1971.

HOUSING: Rooms (in limited number) have been reserved at the Statler Hilton Hotel for persons attending the Short Course. The Hilton charges \$15.00 for a single and \$20.00 for a double. To ensure reservations, registrants should write directly to the hotel stating that they are attending the Short Course for Federal Public Defenders. (A card is enclosed for this purpose.) The hotel is within walking distance of the Center.

MEALS: Meals will be available for the participants in the Court cafeteria and the Administrative Office cafeteria at reasonable rates. Other dining facilities are located in the vicinity of both the Center and the hotel.

MEDICAL FACILITIES: A competent medical staff is on duty at the Medical Office in the Administrative Office during working hours.

TOURS: The wives of the participants may arrange to tour some of Washington's points of interest during their stay. Interest should be indicated on the registration form so that adequate preparation may be made.

BIOGRAPHICAL INFORMATION: Participants are requested to complete the enclosed biographical information sheet and to return it with their registration form.

REGISTRATION BLANK

SHORT COURSE FOR FEDERAL PUBLIC DEFENDERS
FEDERAL JUDICIAL CENTER
August 10-13, 1971

Return to: The Federal Judicial Center
Dolley Madison House
1520 H Street, N.W.
Washington, D.C. 20005

Attn: Registrar

(Telephone: 202/ 393 - 1640, Ex. 515)

(Please make checks payable to Stephen
Naylor, Registrar)

NAME _____

ADDRESS _____

CITY & STATE _____

ZIP CODE _____

POSITION _____

REGISTRATION FEE:

PARTICIPANT \$17.00 _____

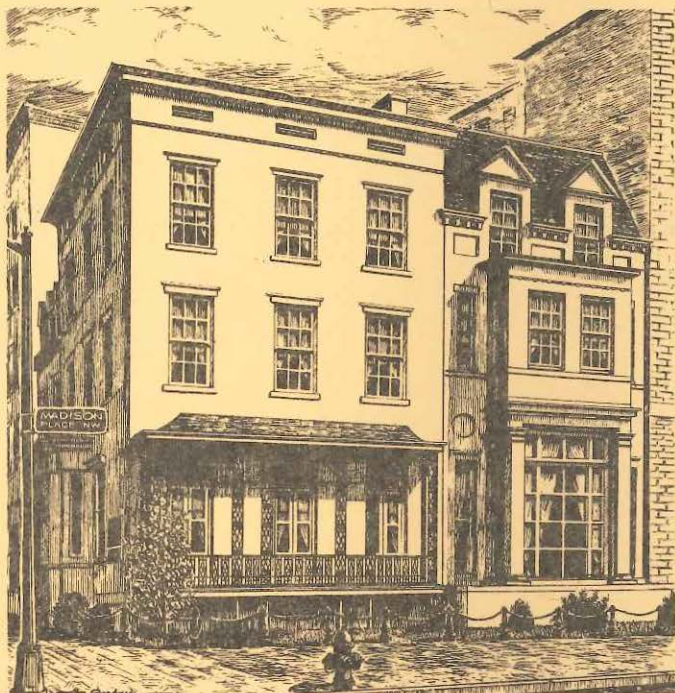
SPOUSE \$10.00 _____

Enclosed _____

Please check (See "General Information")

☐ I would like to register my wife
for the Washington tours.

☐ My wife will not accompany me.



The Dolley Madison House

One of Washington's most historic buildings, this house was built in 1818 and purchased by President Madison in 1828. Following the death of the President in 1836 Mrs. Madison moved from their Virginia home to return to this house and the Washington life she so much loved. She died here in 1849. From 1851-1881 this was the home of Rear Adm. Charles Wilkes, USN and his family. In more recent years it was occupied by the Cosmos Club, and in 1940 was purchased by the United States Government. Refurbishing was completed in the fall of 1968, and it was formally dedicated as the headquarters of the Federal Judicial Center November 1, 1968, by Chief Justice Earl Warren.