

# FJTN Bulletin

WITH PROGRAMS FOR DECEMBER 2001 AND JANUARY 2002



## FJTN Bulletin no longer mailed; available on the DCN

### Reception problems?

Call Convergent Media Systems (CMS) at 888-236-9044

In an effort to reduce paper mailings from Washington, starting with FJTN Bulletin no. 25 we will no longer mail printed copies of the Bulletin to the courts. The Bulletin will continue to be available on the courts' Intranet on the DCN.

Please consider posting the broadcast schedule in

visible locations around your court. Thank you for your assistance.

For FJTN Bulletin information, contact Jackie Clark (jclark@fjc.gov) or Karen Sparkes (ksparkes@fjc.gov) at 202-502-4250.

### Questions about downlink installations?

Call Steve Eiserman at 202-502-2749

## Number of downlinks reaches 300

With the recent installation of several court-ordered downlinks, the FJTN has now grown to 300 sites installed and operating. The FJTN has become one of the premier federal government satellite-based distance learning networks based on the number of installed downlinks, the length of our broadcast day,

and the wide variety in the types of programs offered. We at the Administrative Office, the Federal Judicial Center, and the Sentencing Commission thank the courts for their assistance in creating the FJTN and hope that it will continue to provide training and information that is both timely and effective.

### Check the courts' intranet on the DCN for the most up-to-date program listings and answers to Frequently Asked Questions.

Go to

<http://jnet.fjtn.dcn>

*Note: If this address does not work, use*

<http://156.132.47.230/docs/EDUPROG/eduprogs.htm>

## Site coordinators

We are in the process of updating our site coordinator database. Site coordinators can help us by sending in the following information for your downlink site: The name and position title of the site coordinator, street mailing address, updated phone and fax

numbers, and e-mail address. Please send this information by FAX to the attention of Jackie Clark at 202-502-4077. If you have questions please call Ms. Clark or Karen Sparkes at 202-502-4250.

## Technical difficulties on the FJTN

During the weeks of October 15 and November 5, the Federal Judicial Television Network (FJTN) was down for the greater part of Monday through Wednesday. This was due to problems in the fiber link between the Thurgood Marshall Building broadcast facilities and the uplink at Andrews Air Force Base.

When the FJTN experiences technical difficulties, we are not always able to inform the courts that there is a problem. We recommend that you first call Con-

vergent Media Systems at 888-236-9044 whenever you do not see either the FJTN or the "home" channel (CNN) on your television. Convergent can tell you whether you are properly connected and whether Convergent is experiencing problems. If Convergent has no problems on its end, and you still do not see the FJTN, please call us at 202-502-4250 or 4274 and we will let you know what step to take next.

## December 13, 14, and 31 broadcasts cancelled

The broadcasts originally scheduled for Thursday, December 13, and Friday, December 14, have been cancelled due to equipment changes needed at our satel-

lite transmission facility. The Monday, December 31, broadcasts have also been cancelled.

# December 2001

*all times are Eastern Time*

3

- 8:30 Social Security Benefits for Employees Unders FERS
- 9:00 Disability and Reasonable Accommodation
- 10:00 EDR Procedural Overview
- 11:00 EDR Substantive Overview
- 12:00 Surfing the FEHB Wave
- 1:30 WordPerfect 8.0 Basics
- 3:30 Employee Assistance Program
- 4:30 Tech Talk (Dec. 2001)

10

- 8:30 Flexible Benefit Program: Annual Enrollment
- 9:30 District Review Team Orient.
- 10:30 Civil Justice Reform Act
- 11:30 Managing Leave in a Family-Friendly Workplace
- 12:30 Understanding the Judiciary's Budget Process
- 1:30 Three-Tier Architecture—Components of a Modern Web Site
- 2:30 Law Clerk Appoint. Process
- 3:30 Migration to Frame Relay—Special Broadcast
- 4:00 Judiciary TMC Contract
- 4:30 Tech Talk (Dec. 2001)

17

- 8:30 CM/ECF: A View from the Bench
- 9:00 Officer Safety: Pepper Spray
- 10:00 Social Security Benefits for Employees Unders FERS
- 10:30 Managing Leave in a Family-Friendly Workplace
- 11:30 Long-Term Care Insurance to Be Offered to All Fed. Employ.
- 12:30 CM/ECF: Decisions for District Courts
- 1:30 Civil Justice Reform Act
- 2:30 Disability and Reasonable Accommodation
- 3:30 Personnel Security
- 4:30 Tech Talk (Dec. 2001)

24

no broadcasts scheduled

31

- 8:30 HF Focus (Dec. 2001)
- 9:00 Personnel Security
- 10:00 Fed. PO's Role: Submissions to the Nat'l DNA Database
- 11:00 Migration to Frame Relay—Special Broadcast
- 11:30 Financial Plan. Series (Part 1)
- 12:00 Financial Plan. Series (Part 2)
- 12:30 Financial Plan. Series (Part 3)
- 1:00 Financial Plan. Series (Part 4)
- 2:00 CM/ECF: Decisions for District Courts
- 3:00 Civil Justice Reform Act
- 4:00 Judiciary TMC Contract
- 4:30 Tech Talk (Dec. 2001)
- CANCELLED

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- 8:30 Tech Talk (Dec. 2001)
- 9:00 Mag. Judge Monthly Reporting
- 10:00 Flexible Benefit Program: Annual Enrollment
- 11:00 Officer Safety: Proper Use of Pepper Spray
- 12:00 Understanding My Soc. Sec. Benefits with a CSRS Annuity
- 1:00 Personnel Security **LIVE**
- 2:30 Financial Plan. Series (Part 1)
- 3:00 Financial Plan. Series (Part 2)
- 3:30 Financial Plan. Series (Part 3)
- 4:00 Financial Plan. Series (Part 4)

11

- 8:30 Tech Talk (Dec. 2001)
- 9:00 Surfing the FEHB Wave
- 10:30 Travel Tools Available to Court Personnel
- 11:30 Understanding the Judiciary's Budget Process
- 1:00 Facilitation Methods to Improve Business/IT Decision-Making
- 2:00 Planning, Implementing, and Deploying Enterprise Portals
- 3:00 OOPS! Developing Dynamic Web Sites Using Objects
- 4:00 District Review Team Orientation

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- 8:30 Tech Talk (Dec. 2001)
- 9:00 Facilitation Meth. to Improve Business/IT Decision-Making
- 9:30 Planning, Implementing, and Deploying Enterprise Portals
- 10:30 Personnel Security
- 11:30 Remote Super. Technologies
- 1:00 IT (Information Technology) Focus (Dec. 2001) **LIVE**
- 2:00 Mag. Judge Monthly Reporting
- 3:00 Federal Probation Officer's Role: Submissions to the National DNA Database **LIVE**
- 4:00 Facilitation Meth. to Improve Business/IT Decision-Making
- 4:30 Judiciary TMC Contract

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HOLIDAY

5

- 8:30 Bankruptcy Law Update (Nov. 2001)
- 9:30 Bankruptcy Law Update (Nov. 2001)
- 10:30 Bankruptcy Law Update (Nov. 2001)
- 11:30 Bankruptcy Law Update (Nov. 2001)
- 1:00 Bankruptcy Law Update (Nov. 2001)
- 2:00 Bankruptcy Law Update (Nov. 2001)
- 3:00 Bankruptcy Law Update (Nov. 2001)
- 4:00 Bankruptcy Law Update (Nov. 2001)

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- 9:00 Bankruptcy Law Update (Nov. 2001)
- 10:00 Bankruptcy Law Update (Nov. 2001)
- 11:00 Bankruptcy Law Update (Nov. 2001)
- 12:00 Review of Fourth Circuit Bankruptcy Decisions (2001) **LIVE**
- 2:00 Bankruptcy Law Update (Nov. 2001)
- 3:00 Bankruptcy Law Update (Nov. 2001)
- 4:00 Bankruptcy Law Update (Nov. 2001)

19

- 9:00 Basics of Employment Law for Law Clerks
- 11:00 Basics of Employment Law for Law Clerks
- 1:00 Bankruptcy and Revised Article 9
- 3:00 Bankruptcy and Revised Article 9

26

no broadcasts scheduled

6

- 8:30 Improving the CJA Voucher Payment Process: A District Clerk's Office Perspective
- 9:30 Managerial Decision-Making: Lessons from the Cuban Missile Crisis
- 11:00 Teamwork Essentials
- 1:00 Safety Series: Personal Mindset . . . The Internal Threat to Office Safety **LIVE**
- 2:30 Court Records: Public Access v. Privacy
- 3:00 Substance Abuse: The Officer and the Treatment Process

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- 8:30 Special Needs Offenders: Women Offenders and Their Children
- 10:30 Sentencing and Guidelines: Criminal History Issues
- 11:30 Capital Case Issues Update
- 1:00 Communications Between Judges, Settlement Judges, and Mediators: What's OK, What's Off Limits? **LIVE**
- 3:00 Public Info. and Outreach: Role of the District Clerk of Court **CANCELLED**

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- 8:30 Public Info. and Outreach: Role of the District Clerk of Court
- 10:30 Sentencing and Guidelines: Multiple Counts
- 12:00 Substance Abuse: The Officer and the Treatment Process
- 2:00 Special Needs Offenders: White-Collar Crime
- 4:00 Court to Court (Oct. 2001)

27

no broadcasts scheduled

7

- 8:30 Benefits Entitlements Under the CSRS for LEOs
- 9:30 CM/ECF: Decisions for District Courts
- 10:30 Commuter Reimburse. (Part 1)
- 11:30 Commuter Reimburse. (Part 2)
- 12:30 Surfing the FEHB Wave
- 2:00 Introducing PACTS/ECM
- 3:00 CM/ECF: A View from the Bench
- 3:30 Judiciary TMC Contract
- 4:00 Adobe Acrobat

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- 8:30 Managerial Decision-Making: Lessons from the Cuban Missile Crisis
- 10:00 Special Needs Offenders: Women Offenders and Their Children
- 12:00 Federal Probation and Pretrial Services Officers: Who • What • Why
- 12:30 Court Records: Public Access v. Privacy
- 1:00 Improving the CJA Voucher Payment Process: A District Clerk's Office Perspective
- 2:00 Memory Skills to Enhance Productivity
- 4:00 Court to Court (Oct. 2001) **CANCELLED**

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- 8:30 Summary of Benefits for LEOs Under FERS
- 10:00 Personnel Security
- 11:00 CM/ECF: View from the Bench
- 11:30 Migration to Frame Relay—Special Broadcast
- 12:00 CM/ECF: Decisions for District Courts
- 1:00 Introducing PACTS/ECM
- 2:00 Commuter Benefits—What to Expect After Enrolling
- 3:00 Judiciary TMC Contract
- 3:30 Planning, Implementing, and Deploying Enterprise Portals
- 4:30 Facilitation Meth. to Improve Business/IT Decision-Making

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no broadcasts scheduled

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**THURSDAY**

**FRIDAY**

**1**  
NEW YEAR'S DAY

**2**  
8:30 Supreme Court 2000-2001: The Term in Review  
10:30 Supreme Court 2000-2001: The Term in Review  
12:30 Basics of Employment Law for Law Clerks  
2:30 Basics of Employment Law for Law Clerks

**3**  
8:30 Special Needs Offenders: FCI Butner Sex Offender Treatment Program (Part 1)  
10:30 Special Needs Offenders: FCI Butner Sex Offender Treatment Program (Part 2)  
12:30 Working w/ Multi-Party Cases  
2:30 Taking the Interpreter's Oath to Heart  
3:00 Federal Probation and Pretrial Services Officers: Who • What • Why  
3:30 Managerial Decision-Making: Lessons from the Cuban Missile Crisis

**4**  
8:30 Managing Leave in a Family-Friendly Workplace  
9:30 Fed. PO's Role: Submissions to the Nat'l DNA Database  
10:30 IT Focus (Dec. 2001)  
11:00 Planning, Implementing, and Deploying Enterprise Portals  
12:00 Mag. Judge Monthly Reporting  
1:00 Officer Safety: Pepper Spray  
2:00 Long-Term Care Insurance to Be Offered to All Fed. Employ.  
3:00 EDR Procedural Overview  
4:00 EDR Substantive Overview

**Updated Nov. 29, 2001**

**7**  
8:30 Personnel Security  
9:30 CM/ECF: View from the Bench  
10:00 Commuter Reimburse. (Part 1)  
11:00 Commuter Reimburse. (Part 2)  
12:00 Understanding My Soc. Sec. Benefits with a CSRS Annuity  
12:30 Disability and Reason. Accom.  
1:30 IT Focus (Dec. 2001)  
2:00 CM/ECF: Decisions for District Courts  
3:00 Facilitation Meth. to Improve Business/IT Decision-Making  
3:30 Planning, Implementing, and Deploying Enterprise Portals  
4:30 Tech Talk (Jan. 2002)

**8**  
8:30 Tech Talk (Jan. 2002)  
9:00 District Review Team Orient.  
10:00 Fed. PO's Role: Submissions to the Nat'l DNA Database  
11:00 Financial Plan. Series (Part 1)  
11:30 Financial Plan. Series (Part 2)  
12:00 Financial Plan. Series (Part 3)  
12:30 Martin Luther King, Jr.: The Man and the Dream  
1:30 Financial Plan. Series (Part 4)  
2:30 Martin Luther King, Jr.: The Man and the Dream  
3:30 Migration to Frame Relay—Special Broadcast  
4:00 Civil Justice Reform Act

**9**  
8:30 Bankruptcy Law Update (Nov. 2001)  
9:30 Bankruptcy Law Update (Nov. 2001)  
10:30 Bankruptcy Law Update (Nov. 2001)  
11:30 Bankruptcy Law Update (Nov. 2001)  
1:00 Bankruptcy and Revised Article 9  
3:00 Bankruptcy and Revised Article 9

**10**  
8:30 Capital Case Issues Update  
10:00 Sentencing and Guidelines: 2001 Amendments  
12:00 Court to Court (Oct. 2001)  
12:55 Hire and Coach the Right People from the Start  
4:00 Court to Court (Oct. 2001)

**11**  
8:30 Improving the CJA Voucher Payment Process: A District Clerk's Office Perspective  
9:30 Managing Generation X  
11:00 Managerial Decision-Making: Lessons from the Cuban Missile Crisis  
12:30 Federal Probation and Pretrial Services Officers: Who • What • Why  
1:00 Sentencing and Guidelines: Basic Application  
3:00 Working w/ Multi-Party Cases

**14**  
8:30 CM/ECF: View from the Bench  
9:00 Judiciary TMC Contract  
9:30 Facilitation Meth. to Improve Business/IT Decision-Making  
10:00 Planning, Implementing, and Deploying Enterprise Portals  
11:00 Officer Safety: Pepper Spray  
12:00 IT Focus (Dec. 2001)  
12:30 Migration to Frame Relay—Special Broadcast  
1:00 CM/ECF: Decisions for District Courts  
2:00 Long-Term Care: Need It?  
3:00 Personnel Security  
4:00 Social Security Benefits for Employees Unders FERS  
4:30 Tech Talk (Jan. 2002)

**15**  
8:30 Tech Talk (Jan. 2002)  
9:00 Travel Tools Available to Court Personnel  
10:00 Facilitation Meth. to Improve Business/IT Decision-Making  
10:30 Introducing PACTS/ECM  
11:30 Mag. Judge Monthly Reporting  
1:00 IT (Information Technology) Talk (Jan. 2002) **LIVE**  
2:00 Planning, Implementing, and Deploying Enterprise Portals  
3:00 Law Clerk Appoint. Process  
4:00 Understanding the Judiciary's Budget Process

**16**  
8:30 Basics of Employment Law for Law Clerks  
10:30 Basics of Employment Law for Law Clerks  
1:00 Supreme Court 2000-2001: The Term in Review  
3:00 Supreme Court 2000-2001: The Term in Review

**17**  
8:30 Sentencing and Guidelines: 2001 Amendments  
10:30 Special Needs Offenders: Women Offenders and Their Children  
12:30 Court Records: Public Access v. Privacy  
1:00 Special Needs Offenders: White-Collar Crime  
3:00 Taking the Interpreter's Oath to Heart  
3:30 Sentencing and Guidelines: Multiple Counts

**18**  
8:30 Three-Tier Arch.—Components of a Modern Web Site  
9:30 Disability and Reasonable Accommodation  
10:30 District Review Team Orientation  
11:30 OOPS! Developing Dynamic Web Sites Using Objects  
12:30 Remote Super. Technologies  
1:30 Planning, Implementing, and Deploying Enterprise Portals  
2:30 Employee Assistance Program  
3:30 Social Security Benefits for Employees Unders FERS  
4:00 Adobe Acrobat

**21**  
MARTIN LUTHER KING, JR. DAY

**22**  
8:30 Tech Talk (Jan. 2002)  
9:00 Realtime Writing Overview for Court Reporters  
10:00 Long-Term Care Insurance to Be Offered to All Fed. Employ.  
11:00 Realtime Writing Overview for Court Reporters  
12:00 Fed. PO's Role: Submissions to the Nat'l DNA Database  
1:00 Update on Procure. and Contract. Within the Judiciary **LIVE**  
2:30 Officer Safety: Pepper Spray  
3:30 Commuter Benefits—What to Expect After Enrolling  
4:30 IT Talk (Jan. 2002)

**23**  
9:00 Bankruptcy and Revised Article 9  
11:00 Bankruptcy and Revised Article 9  
1:00 Structured On-the-Job Training **LIVE**  
3:30 Bankruptcy Law Update (Nov. 2001)

**24**  
8:30 Sentencing and Guidelines: Basic Application  
10:30 Improving the CJA Voucher Payment Process: A District Clerk's Office Perspective  
11:30 Public Info. and Outreach: Role of the District Clerk of Court  
1:30 Court Records: Public Access v. Privacy  
2:00 Structured On-the-Job Training **LIVE**  
3:30 Managerial Decision-Making: Lessons from the Cuban Missile Crisis

**25**  
8:30 Sentencing and Guidelines: 2001 Amendments  
10:30 Special Needs Offenders: Women Offenders and Their Children  
12:30 Substance Abuse: The Officer and the Treatment Process  
2:30 Public Info. and Outreach: Role of the District Clerk of Court  
4:30 Federal Probation and Pretrial Services Officers: Who • What • Why

**28**  
8:30 IT Talk (Jan. 2002)  
9:00 CM/ECF: View from the Bench  
9:30 IT Focus (Dec. 2001)  
10:00 Officer Safety: Pepper Spray  
11:00 Update on Procure. and Contract. Within the Judiciary  
12:00 Understanding the Judiciary's Budget Process  
1:00 Facilitation Methods to Improve Business/IT Decision-Making  
1:30 Planning, Implementing, and Deploying Enterprise Portals  
2:30 Mag. Judge Monthly Reporting  
3:30 Personnel Security  
4:30 Tech Talk (Jan. 2002)

**29**  
8:30 Tech Talk (Jan. 2002)  
9:00 Planning, Implementing, and Deploying Enterprise Portals  
10:00 Civil Justice Reform Act  
11:00 Planning, Implementing, and Deploying Enterprise Portals  
12:00 Facilitation Methods to Improve Business/IT Decision-Making  
1:00 Rights and Benefits When You Enter Active-Duty Military **LIVE**  
2:30 IT Talk (Jan. 2002)  
3:00 Judicial Assists./Judicial Secs.' Resource Program: Guide for Working in Chambers **LIVE**  
4:00 Long-Term Care: Do You Need It?

**30**  
8:30 Basics of Employment Law for Law Clerks  
10:30 Basics of Employment Law for Law Clerks  
1:00 Structured On-the-Job Training **LIVE**  
3:30 Bankruptcy Law Update (Nov. 2001)

**31**  
8:30 Appellate Case Opening  
10:00 Court Forum: Managing Performance Problems  
11:30 Managing Generation X  
1:00 Structured On-the-Job Training **LIVE**  
3:00 Court Records: Public Access v. Privacy  
3:30 Sentencing and Guidelines: Criminal History Issues  
4:30 Court Records: Public Access v. Privacy

**Jan.  
2002**

*all times are Eastern Time*

**Adobe Acrobat**

Dec. 7, 4:00 p.m.

Jan. 18, 4:00 p.m.

*Designed primarily for:* All judiciary computer users.*Length:* 1 hr.

*Description:* Learn to publish any document in Portable Document Format (PDF) and preserve the exact look and content of the original for others who view your work on Microsoft Windows, Mac OS, and Unix platforms. PDF documents can easily be distributed electronically by E-mail, the Internet/Intranet, or a file system. You will also learn how to set preferences, navigate in the application, add interactive elements, insert and extract pages, edit and annotate documents, and place security locks on sensitive files.

This program focuses on the uses of Adobe Acrobat with CM/ECF. The complete Adobe Acrobat application, version 4.0, is required. (The free Adobe Acrobat Reader is not the complete version of Acrobat.) The program outline and companion learning exercises can be downloaded from the Technology Training and Support Division's J-Net homepage (<http://156.132.84.151/training.htm>); click the "Office Automation, etc." button and select this program title. We recommend that students not use PCs during the broadcast.

For more information, call John Leonard in the AO Technology Training and Support Division at 210-301-6308.

**Appellate Case Opening**

Jan. 31, 8:30 a.m.

*Designed primarily for:* Appellate court staff working with case openings.*Length:* 1 hr. 30 mins.

*Description:* This program examines administrative challenges facing appellate courts when cases are opened and presents effective practices courts have adopted to meet these challenges. Discussion focuses on four areas: case screening (the role of staff, case managers, and staff attorneys in case-captioning; case types; consolidating or "companioning" cases; jurisdictional issues); communication (developing concise, detailed letters to attorneys; informing district courts, attorneys, and the public of changes in national and local rules); quality control (modifications to the docket brought about by public access technology); and other logistics (second or successive applications; the briefing schedule; transferred cases; pro se issues).

For more information about this program, call Bob Fagan or Zaneta Burkett at the FJC at 202-502-4123 or 4125.

**Bankruptcy and Revised Article 9**

Dec. 19, 1:00, 3:00 p.m.

Jan. 9, 1:00, 3:00 p.m.

Jan. 23, 9:00, 11:00 a.m.

*Designed primarily for:* Bankruptcy judges and law clerks.*Length:* 1 hr. 45 mins.

*Description:* On July 1, 2001, revisions to Article 9 of the Uniform Commercial Code became effective in almost every state. David Lander, Esq., moderates a discussion of the Article 9

changes and their ramifications for bankruptcy judges and practitioners. Nationally recognized attorneys and law professors discuss deposit accounts (including priority issues), perfection (with an emphasis on filing), and transition to the new law.

Written materials can be downloaded from the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). For more information, call Jackie Clark or Karen Sparkes at the FJC at 202-502-4250.

**Bankruptcy Law Update (Nov. 2001)**

Dec. 5, 8:30, 9:30, 10:30, 11:30 a.m.; 1:00, 2:00, 3:00, 4:00 p.m.

Dec. 12, 9:00, 10:00, 11:00 a.m.; 2:00, 3:00, 4:00 p.m.

Jan. 9, 8:30, 9:30, 10:30, 11:30 a.m.

Jan. 23, 3:30 p.m.

Jan. 30, 3:30 p.m.

*Designed primarily for:* Bankruptcy judges and law clerks.*Length:* 1 hr.

*Description:* Nationally known bankruptcy judges, academics, and practitioners discuss important developments and issues in bankruptcy law. Judge Eugene Wedoff (N.D. Ill.) moderates the discussion.

For more information, call Jackie Clark or Karen Sparkes at the FJC at 202-502-4250.

**Basics of Employment Law for Law Clerks**

Dec. 19, 9:00, 11:00 a.m. Jan. 16, 8:30, 10:30 a.m.

Jan. 2, 12:30, 2:30 p.m. Jan. 30, 8:30, 10:30 a.m.

*Designed primarily for:* Law clerks.*Length:* 2 hrs.

*Description:* Cases involving labor and employment law are a large and growing portion of the federal docket. In this program, five of the nation's top employment lawyers provide an overview of employment law for law clerks.

For more information, call Jackie Clark or Karen Sparkes at the FJC at 202-502-4250.

**Benefits Entitlements Under the Civil Service Retirement System for Law Enforcement Officers**

Dec. 7, 8:30 a.m.

*Designed primarily for:* Probation and pretrial services officers.*Length:* 1 hr.

*Description:* This program gives law enforcement officers an understanding of the benefit entitlements under the Civil Service Retirement System/Civil Service Retirement System-Offset for retirement purposes. Topics include special retirement provision (hazardous duty) for law enforcement officers; eligibility requirements for the special retirement; creditable civilian and military service; survivor benefits for spouse and dependent child/children; types of other retirements, disability and deferred, and their eligibility requirements; elements of the CSRS annuity; and cost-of-living adjustments. Also discussed are the various annuity and withdrawal options available at retirement for law enforcement officers participating in the Thrift Savings Plan.

For more information, contact Kay Johnson in the AO Human Resources Division at 202-502-3195.



**Capital Case Issues Update**

~~Dec. 13, 11:30 a.m.~~ CANCELLED

Jan. 10, 8:30 a.m.

*Designed primarily for:* Judiciary employees.

*Length:* 1 hr. 20 mins.

*Description:* Ira Robbins, professor, Washington College of Law, American University, and Cynthia Rapp, staff attorney for the Supreme Court, provide an update on habeas corpus and its implications for the processing of death penalty cases in the federal courts after 1996, when the law changed. Robbins discusses applicable case law; Rapp deals with procedural issues in cases filed at the last minute with the Supreme Court, and the Court's use of technology in death penalty appeals. The information is of special interest to clerks' office staff in appellate district courts.

Attorneys interested in requesting Continuing Legal Education (CLE) credit for this program are encouraged to check their local rules to determine if their state bar approves self-study programs. Participants are individually responsible for requesting and reporting CLE credit. For more information about this program, call Fran Toler or Judy Roberts at the FJC at 202-502-4128 or 4120.

**Civil Justice Reform Act**

Dec. 10, 10:30 a.m.

Jan. 8, 4:00 p.m.

Dec. 17, 1:30 p.m.

Jan. 29, 10:00 a.m.

~~Dec. 31, 3:00 p.m.~~ CANCELLED

*Designed primarily for:* Article III and magistrate judges; district clerks and staff; circuit executives and staff.

*Length:* 35 mins.

*Description:* This program covers the history of and reporting requirements under the Civil Justice Reform Act (CJRA). It describes the responsibilities of the Administrative Office, district courts, and circuit executives; provides basic technical guidance for systems administrators; and offers points of contact for pertinent information on the CJRA.

For more information, call Maurice Galloway in the AO Statistics Division at 202-502-1493.

**CM/ECF: A View from the Bench**

Dec. 7, 3:00 p.m.

Jan. 7, 9:30 a.m.

Dec. 17, 8:30 a.m.

Jan. 14, 8:30 a.m.

Dec. 21, 11:00 a.m.

Jan. 28, 9:00 a.m.

*Designed primarily for:* Bankruptcy judges.

*Length:* 25 mins.

*Description:* In this program, bankruptcy judges from several courts that have implemented CM/ECF discuss issues of particular interest to the bench, including how CM/ECF has affected their court, the benefits of the system, issues relating to the bar, signatures and other legal questions, and the role of judges in implementing CM/ECF.

For more information, contact Nancy Miller in the AO Office of Judges Programs at 202-502-1815.

**CM/ECF: Decisions for District Courts**

Dec. 7, 9:30 a.m.

Dec. 17, 12:30 p.m.

Dec. 21, 12:00 p.m.

~~Dec. 31, 2:00 p.m.~~ CANCELLED

Jan. 7, 2:00 p.m.

Jan. 14, 1:00 p.m.

*Designed primarily for:* District court clerks and clerk office employees.

*Length:* 1 hr.

*Description:* The purpose of this program is to encourage courts to respond quickly and favorably to the District Case Management/Electronic Case Filing system (CM/ECF) Decision Packet and answer questions about the packet and the new system as a whole.

For more information, contact David Scott in the AO District Court Administration Division at 202-502-1582.

**New from the FJC**

**Communications Between Judges, Settlement Judges, and Mediators: What's OK, What's Off Limits?**

Advance registration required; Push-To-Talk will be used.

~~Dec. 13, 1:00 p.m.~~ **LIVE** CANCELLED

*Designed primarily for:* Judges, settlement judges, mediators, clerks of court, ADR administrators.

*Length:* 2 hrs.

*Description:* Under what circumstances are communications with mediators, including magistrate judges and staff mediators, appropriate once a case has been referred to ADR? What information do judges and ADR administrators need? How can judges get the information they need without sacrificing the trust of the parties in the mediation process? These issues are among the topics to be discussed by judges, ADR administrators, attorneys, and mediators in this program, which is part of a series of discussions on issues relating to alternative dispute resolution in the federal courts.

Push-To-Talk participation will be limited to 20 sites and will entail some preliminary work to stimulate maximum discussion. Sites may also participate via fax. Written materials may be downloaded from the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). For more information or to register, call Bob Fagan or Zaneta Burkett at the FJC at 202-502-4123 or 4125.



**Commuter Benefits—What to Expect After Enrolling**

Dec. 21, 2:00 p.m.

Jan. 22, 3:30 p.m.

*Designed primarily for:* All judiciary employees.

*Length:* 1 hr.

*Description:* This program explains how reimbursement programs for commuter benefits can help cut commuting costs. Employees can now pay for both transportation and parking expenses through employer-sponsored reimbursement programs. Under the Federal Employees Clean Air Incentives Act of 1993, federal agencies can give their employees transit passes tax-free, up to a set limit, for commuting to and from work using any form of mass transit, including trains, buses, subways, and van pools. The 1997 Taxpayer Relief Act allows parking expenses to be provided in lieu of compensation (to be purchased with pre-tax dollars). The 1998 Transportation Equity Act of the 21st Century (TEA 21) allows transit benefits to be provided in lieu of compensation, and increased the maximum transit benefit from \$60.00 to \$65.00 per month. The parking benefit remains at \$175.00 per month.

For more information, call Rosann Reed in the AO Judiciary Benefits Program Office at 202-502-1163.

**Commuter Reimbursement (Parts One & Two)**

Dec. 7, 10:30 a.m. (Part One); 11:30 a.m. (Part Two)

Jan. 7, 10:00 a.m. (Part One); 11:00 a.m. (Part Two)

*Designed primarily for:* All judiciary employees.

*Length:* 1 hr. (each part)

*Description:* Commuter reimbursement programs are designed to preserve clean air and help stop pollution; they can also save employees money. The 1998 Transportation Equity Act of the 21st Century updated section 132(f) of the Internal Revenue Code to include commuter reimbursement as a fringe benefit. Employers can now offer commuter reimbursement programs similar to health care and dependent care reimbursement programs, allowing employees to pay for qualified commuter expenses on a pre-tax basis and thereby increase their take-home pay.

Part One explains enrollment, eligibility, and limits on parking and transportation expenses. SHPS representatives answer questions from viewers. Part Two provides details of the commuter reimbursement plan being developed by the Administrative Office for the judiciary.

For more information, call Rosann Reed in the AO's Judiciary Benefits Program Office at 202-502-1163.

**Court Forum: Managing Performance Problems**

Jan. 31, 10:00 a.m.

*Designed primarily for:* Court supervisors and managers.

*Length:* 1 hr. 30 mins.

*Description:* Using a case study, Chief Pretrial Services Officer John Byrd (W.D. Tex.), U.S. Probation Officer Ellen Krause (D. Del.), and Clerks of Court Felicia Cannon (D. Md.) and Norman Meyer (Bankr. D. N.M.) discuss managing common performance problems, such as marginal performers. Topics include analyzing problems, exploring intervention strategies, and developing action plans.

This program may be used for 1.5 hours of group training credit in the Supervisors' Development Program. For more information, call Joy Richardson at the FJC at 202-502-4105.

**Court to Court (Oct. 2001)**

~~Dec. 14, 4:00 p.m.~~ CANCELLED

Dec. 20, 4:00 p.m.

Jan. 10, 12:00, 4:00 p.m.

*Designed primarily for:* All judiciary employees.

*Length:* 35 mins.

*Description:* In this edition, staff of the clerk's office (W.D. Wash.) explain how they have dealt with some of the bumps in the road on the way to successful team-based management. We also hear from several district courts along the U.S.-Mexico border, which handle more than one-fourth of all criminal cases in the country, and which have used a creative method to cope with the workload.

The clerk's office staff at the combined district and bankruptcy courts (D. Idaho) provide insights into how they handle the important job of dealing with the public, both at the intake counter and over the telephone. "Words to Know" explores new meanings for *browsers*, *servers*, and *cookies*.

For more information, call Zaneta Burkett or Judy Roberts at the FJC at 202-502-4125 or 4120.

**Court Records: Public Access v. Privacy**

Dec. 6, 2:30 p.m.

~~Dec. 14, 12:30 p.m.~~ CANCELLED

Jan. 17, 12:30 p.m.

Jan. 24, 1:30 p.m.

Jan. 31, 3:00, 4:30 p.m.

*Designed primarily for:* All judiciary employees.

*Length:* 30 mins.

*Description:* The courts' use of imaging and electronic case filing may allow anyone with a computer and modem to access court records. Chief Judges J. Rich Leonard (Bankr. E.D.N.C.) and Dennis D. O'Brien (Bankr. D. Minn.) and Judge Michael J. Kaplan (Bankr. W.D.N.Y.) offer differing opinions on the issues raised by electronic access to court records.

For more information, call David Kolm at the FJC at 202-502-4229.

**Disability and Reasonable Accommodation**

Dec. 3, 9:00 a.m.

Dec. 17, 2:30 p.m.

Jan. 7, 12:30 p.m.

Jan. 18, 9:30 a.m.

*Designed primarily for:* Court managers and employees.

*Length:* 1 hr.

*Description:* This program summarizes the law of disability and reasonable accommodation, discusses guidelines for reasonable accommodation, provides an overview of some devices used to accommodate disabled employees, and demonstrates how to obtain assistance in determining what accommodation might be appropriate for an employee.

For more information, call Joan Countryman in the AO Employee Relations Office at 202-502-1380.

**District Review Team Orientation**

Dec. 10, 9:30 a.m.

Dec. 11, 4:00 p.m.

Jan. 8, 9:00 a.m.

Jan. 18, 10:30 a.m.

*Designed primarily for:* Judiciary employees conducting district reviews for probation and pretrial services offices.

*Length:* 1 hr.

*Description:* Regional administrators and court specialists conduct district reviews of probation and pretrial services offices to provide feedback on operations. The pool of district review team members is being expanded. This program provides an introduction to the roles and responsibilities of team members, as well as an overview of the district review process.

For more information, call Reginald Michael in the AO Office of Probation and Pretrial Services at 202-502-1636.

**EDR Procedural Overview**

Dec. 3, 10:00 a.m.

Jan. 4, 3:00 p.m.

*Designed primarily for:* EDR coordinators and alternates, court managers, and employees.

*Length:* 1 hr.

*Description:* This program explains the procedural framework of the rights and protections afforded to judiciary employees under the Judicial Conference's Model Employment Dispute Resolution (EDR) Plan and comparable court EDR plans. Staff members from the AO Employee Relations Office discuss administrative procedures of the dispute resolution process, including counseling, mediation, formal hearing, and review/appeal procedures. It also focuses on the roles and responsibilities of the EDR coordinator in this process to resolve employment disputes at the lowest possible level.

For more information, call Trudi Morrison in the AO Employee Relations Office at 202-502-1380.

**EDR Substantive Overview**

Dec. 3, 11:00 a.m.

Jan. 4, 4:00 p.m.

*Designed primarily for:* EDR coordinators and alternates, and court managers.

*Length:* 1 hr.

*Description:* This program explains the legal framework of the rights and protections afforded to judiciary employees under the Judicial Conference's Model Employment Dispute Resolution (EDR) Plan and comparable court EDR plans. Staff members from the AO Office of General Counsel discuss equal employment opportunity and antidiscrimination, family and medical leave, worker adjustment and retraining notification, employment and reemployment of members of the uniformed services, occupational safety and health, and polygraph tests. Discussions focus on the substantive issues and current case law of the relevant statutes and regulations.

For more information, call Trudi Morrison in the AO Employee Relations Office at 202-502-1380.

**The Employee Assistance Program**

Dec. 3, 3:30 p.m.

Jan. 18, 2:30 p.m.

*Designed primarily for:* All court employees.

*Length:* 1 hr.

*Description:* This program highlights the Employee Assistance Program (EAP) services available to court units for both managers and employees. As a managerial tool, the EAP offers training sessions that assist supervisors in the effective management of employees with performance problems. Other training sessions focus on issues that affect employees and the workplace, including traumatic events like downsizing. Also included are programs that concentrate on human interaction skills necessary for employee growth and morale. "Transitions in the Workplace: Coping with Change" helps employees with major reorganizational changes. Details are provided as to how courts can make arrangements for the services mentioned in the broadcast.

For more information, call J.J. FitzGerald in the AO Human Resources Division at 202-502-3217.

**New from the AO**

**Facilitation Methods to Improve Business/IT Decision Making (WatchIT.com)**

- Dec. 11, 1:00 p.m.
- Dec. 18, 9:00 a.m.; 4:00 p.m.
- Dec. 21, 4:30 p.m.
- Jan. 7, 3:00 p.m.
- Jan. 14, 9:30 a.m.
- Jan. 15, 10:00 a.m.
- Jan. 28, 1:00 p.m.
- Jan. 29, 12:00 p.m.

*Designed primarily for:* Court unit managers and training specialists.

*Length:* 30 mins.

*Description:* This program will help court staff learn to use facilitation and other methods to improve decision-making for the effective use of information technology. Best practices from traditional facilitation methods are identified with specific guidance on defining business problems and employing consensus-building techniques.

For more information, contact Nancy Holland in the AO Systems Deployment and Support Division at 202-502-2697 or E-mail at AO HUBPO Holland, Nancy.

**New from the AO**

**Federal Probation Officer's Role: Submissions to the National DNA Database**

Advance registration required for Push-To-Talk

- Dec. 18, 3:00 p.m. **LIVE**
- ~~Dec. 31, 10:00 a.m.~~ CANCELLED
- Jan. 4, 9:30 a.m.
- Jan. 8, 10:00 a.m.
- Jan. 22, 12:00 p.m.

*Designed primarily for:* Federal probation officers.

*Length:* 1 hr.

*Description:* New federal legislation requires the collection of DNA from certain federal offenders who are currently on probation, parole, or supervised release. The Federal Bureau of Investigation, which maintains the DNA database, requires that DNA be obtained from blood samples and that fingerprints be taken when the blood is drawn as part of the identification process. This program will provide instruction on how best to comply with the requirements and successfully collect samples.

For more information, contact Nancy Beatty in the AO Office of Probation and Pretrial Services at 202-502-1649. To register, contact the AO Distance Learning Program Registrar at 202-502-1670.

**Federal Probation and Pretrial Services Officers: Who • What • Why (An Overview for Non-Officer Court Staff)**

- ~~Dec. 14, 12:00 p.m.~~ CANCELLED
- Jan. 11, 12:30 p.m.
- Jan. 3, 3:00 p.m.
- Jan. 25, 4:30 p.m.

*Designed primarily for:* Non-officer court staff who want to learn more about the roles and responsibilities of probation and pre-trial services officers.

*Length:* 30 mins.

*Description:* Produced in 1996, this program takes a look at four working officers and the activities their jobs encompass—from the pretrial services officer's first interview with an arrestee to the probation officer's community supervision of a convicted offender after a prison term.

For more information, call Marlene Davis at the FJC at 202-502-4111.

**FJTN News Update**

*Designed primarily for:* Judges and court staff.

*Length:* 2–5 mins.

*Description:* FJTN News Update highlights news events and policy changes of interest to the federal judiciary. FJTN News Update airs throughout the FJTN broadcast day, appearing either before or after a program. For more information, call Cary Casola in the AO Office of Public Affairs at 202-502-2600.

**Financial Planning Series (Parts One, Two, Three, and Four)**

**Part One: Setting and Achieving Financial Goals**

- Dec. 4, 2:30 p.m.
- ~~Dec. 31, 11:30 a.m.~~ CANCELLED
- Jan. 8, 11:00 a.m.

**Part Two: Investing Beyond the Thrift Savings Plan**

- Dec. 4, 3:00 p.m.
- ~~Dec. 31, 12:00 p.m.~~ CANCELLED
- Jan. 8, 11:30 a.m.

**Part Three: Other Areas of Financial Concern**

- Dec. 4, 3:30 p.m.
- ~~Dec. 31, 12:30 p.m.~~ CANCELLED
- Jan. 8, 12:00 p.m.

**Part Four: Review and Open Forum**

- Dec. 4, 4:00 p.m.
- ~~Dec. 31, 1:00 p.m.~~ CANCELLED
- Jan. 8, 1:30 p.m.

*Designed primarily for:* All judiciary employees.

*Length:* 30 mins. each part, except Part Four, which is 1 hr.

*Description:* In this series, a licensed financial planner discusses the purpose and importance of financial planning. Part One covers the six fundamentals of financial planning and methods for setting and achieving financial and retirement goals. Part Two provides an overview of basic investment tools, and explains the stock pages, asset allocation, and mutual funds. Part Three describes methods for planning and saving for college education, types of mortgages, and estate planning. In Part Four, the financial planner answers questions from court personnel and reviews portions of the first three programs.

For more information, call Kay Johnson in the AO Human Resources Division at 202-502-3195.



**Flexible Benefit Program: Annual Enrollment**

Dec. 4, 10:00 a.m.

Dec. 10, 8:30 a.m.

*Designed primarily for:* All judicial employees.*Length:* 1 hr.

*Description:* Annual enrollment for the Flexible Benefit Program for 2002 is from November 1 to December 10, 2001. To participate or continue participating in the Health Care Reimbursement Account or the Dependent Care Reimbursement Account, you must enroll during the Annual Enrollment Period. The Flexible Benefit Program allows you to set aside pre-tax dollars from your salary for your out-of-pocket health care expenses (e.g., deductibles, co-pay) or for dependent care (child care or elder care while you're at work). You then submit claims for reimbursement from your own fund. If you're in the 30% tax bracket, you could save \$30 on taxes for every \$100 you set aside!

This program highlights the basics of flexible spending accounts, and covers enhancements for the 2002 plan year. It also covers considerations to take into account when determining participation and calculating how much money to set aside.

For more information, contact Carolyn Kinney in the AO Judiciary Benefits Program Office at 202-502-1674.

**New from the FJC****Hire and Coach the Right People from the Start (PBS)**

Advance registration required

Jan. 10, 12:55 p.m.

*Designed primarily for:* Court managers and supervisors; graduates of the Center's leadership development programs and executive institutes.

*Length:* 3 hrs. 5 mins.

*Description:* This program, co-sponsored by the American Management Association, will help court managers and supervisors hire and coach staff. Guest presenters include Kevin Freiburg, management consultant and author; Richard A. Whitford, Assistant Director for Employment, Office of Personnel Management; and Dr. Pat Fitzgerald, Professor of Human Resource Development, Golden State University.

This program may be used for 3 hours of group training credit in the Supervisors' Development Program. We will enroll the first 35 sites that contact us. For more information or to register, call Michael Siegel or Valdenia Simmons at the FJC at 202-502-4107 or 4108. Registrants will receive a copy of course materials.

**Improving the CJA Voucher Payment Process: A District Clerk's Office Perspective**

Dec. 6, 8:30 a.m.

~~Dec. 14, 1:00 p.m.~~ CANCELLED

Jan. 11, 8:30 a.m.

Jan. 24, 10:30 a.m.

*Designed primarily for:* Employees in district and appellate courts and federal public defender offices.

*Length:* 1 hr.

*Description:* The Criminal Justice Act of 1964 requires that federal courts provide counsel for individuals who are financially unable to retain counsel in federal criminal cases. The judiciary spends about \$445 million annually to meet this statutory obligation. Of this expenditure, the AO paid about \$160 million and processed over 70,000 payment vouchers for court-appointed panel attorneys, investigative, and other expert services.

In this program, court personnel from two district courts (W.D. Va. and Utah) explain their in-court procedures for ensuring the accuracy of CJA vouchers and supporting documentation before they are submitted for payment. These streamlined procedures have contributed to timely payments to attorneys and experts for services rendered. Staff from both courts and a representative from the AO participate in a question-and-answer session.

Written materials can be downloaded from the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). For more information, call Fran Toler at the FJC at 202-502-4128.

**Introducing PACTS/ECM**

Dec. 7, 2:00 p.m.

Dec. 21, 1:00 p.m.

Jan. 15, 10:30 a.m.

*Designed primarily for:* Probation and pretrial services managers and staff; automation implementation and support personnel.

*Length:* 1 hr.

*Description:* This program helps viewers prepare for their transition to PACTS-ECM (Probation and Pretrial Services Automated Case Tracking-Electronic Case Management System), a soon-to-be-implemented system that will enhance capabilities to both track and manage cases electronically. Presenters introduce the many features of PACTS-ECM that provide for more efficient data collection and manipulation, as well as customized reporting of case-specific information. An implementation schedule is presented, along with information about training and support resources.

For more information about this program, contact Tim Cadigan in the AO Office of Probation and Pretrial Services at 202-502-1630. For more information about PACTS-ECM, visit <http://jnet.ao.dcn/courtoperations/fcsd/html/pactsecm.htm>.

**New edition from the AO**

**IT (Information Technology) Focus (Dec. 2001)**

Advance registration required for Push-To-Talk

Dec. 18, 1:00 p.m. **LIVE**

~~Dec. 31, 8:30 a.m.~~ CANCELLED

Jan. 4, 10:30 a.m.

Jan. 7, 1:30 p.m.

Jan. 14, 12:00 p.m.

Jan. 28, 9:30 a.m.

*Designed primarily for:* Court unit executives and IT professionals

*Length:* 30 mins.

*Description:* For more information about this edition, contact Nancy Holland in the AO Systems Deployment and Support Division at 202-502-2697 or E-mail at AOHUBPO Holland, Nancy. To register for the live program, call the AO Distance Learning Program Registrar at 202-502-1670.

**New edition from the AO**

**IT (Information Technology) Talk (Jan. 2002)**

Advance registration required for Push-To-Talk

Jan. 15, 1:00 p.m. **LIVE**

Jan. 22, 4:30 p.m.

Jan. 28, 8:30 a.m.

Jan. 29, 2:30 p.m.

*Designed primarily for:* All court staff.

*Length:* 30 mins.

*Description:* IT Talk provides an update on current topics of interest to information technology professionals in the judiciary. In this edition, guest presenters will discuss current automation issues and answer questions from court viewers.

For more information, contact Nancy Holland in the AO Systems Deployment and Support Division at 202-502-2697 or E-mail at AOHUBPO Holland, Nancy. To register for the live broadcast, contact the AO Distance Learning Program Registrar at 202-502-1670.

**New from the AO**

**Judicial Assistants/Judicial Secretaries' Resource Program: A Guide for Working in Chambers**

Advance registration required for Push-To-Talk

Jan. 29, 3:00 p.m. **LIVE**

*Designed primarily for:* Judicial assistants/judicial secretaries and law clerks.

*Length:* 1 hr.

*Description:* This program introduces the new training CD-ROM entitled "Judicial Assistants/Judicial Secretaries' Resource Program: A Guide for Working in Chambers." The CD-ROM is a reference tool that provides practical information for judicial assistants and judicial secretaries to

assist them in performing their administrative and operational duties. The program provides an overview of the CD-ROM's topics which include understanding the court system, Administrative Office, Code of Conduct for Judicial Employees and Judges, general duties and responsibilities, travel, computer technology, directories and resources, court security, law clerks, training, and human resources. The Judges' Secretaries Advisory Group Education and Training Focus Group, chaired by R. Townsend Robinson, Deputy Assistant Director for the Office of Human Resources and Statistics, will discuss the overall use of the product for both new and tenured judicial assistants and judicial secretaries throughout the country.

For more information, call Terri Tinsley in the AO Program and Workforce Development Division at 202-502-1664. To register, call the AO Distance Learning Program Registrar at 202-502-1670.

**Judiciary Travel Management Center (TMC) Contract**

Dec. 7, 3:30 p.m.

Dec. 21, 3:00 p.m.

Dec. 10, 4:00 p.m.

~~Dec. 31, 4:00 p.m.~~ CANCELLED

Dec. 18, 4:30 p.m.

Jan. 14, 9:00 a.m.

*Designed primarily for:* All judiciary employees.

*Length:* 20 mins.

*Description:* This program introduces the new Travel Management Center contractor. A panel conveys information about effective use of the judiciary-wide contract travel agency as well as ways to minimize the effect of the transaction fees.

For more information, call Eunice Phillips in the AO Relocation & Travel Management Branch at 202-502-1290.

**The Law Clerk Appointment Process**

Dec. 10, 2:30 p.m.

Jan. 15, 3:00 p.m.

*Designed primarily for:* Judicial officers, court unit executives, human resource managers, and other court personnel.

*Length:* 1 hr.

*Description:* Focusing on the policies of the Judicial Conference and statutory provisions governing law clerk appointments, this program provides information on qualification standards, types of appointments, and leave and retirement coverage for law clerks. It covers policies and procedures that require special attention when submitting personnel requests for law clerks, such as the employment of a noncitizen and requests for salary matching/advanced in-step for appointments.

For more information, call Carla Robinson in the AO Human Resources Division at 202-502-3159.

**Long-Term Care: Do You Need It?**

Jan. 14, 2:00 p.m.

Jan. 29, 4:00 p.m.

*Designed primarily for:* Benefits coordinators and all employees.*Length:* 1 hr.

*Description:* This program discusses issues employees should consider when determining their needs for long-term care insurance and conversations they may have with relatives who are also eligible and may need this type of insurance. It provides information on the status of the long-term care insurance that will be offered by the Office of Personnel Management. The program also discusses other options for financing care in your elder years.

For more information, call Rosann Reed in the AO Judiciary Benefits Program Office at 202-502-1163.

**Long-Term Care Insurance to Be Offered to All Federal Employees**

Dec. 17, 11:30 a.m.

Jan. 4, 2:00 p.m.

Jan. 22, 10:00 a.m.

*Designed primarily for:* All judiciary employees.*Length:* 1 hr.

*Description:* Through CNA, the judiciary has offered long-term care insurance to its employees and their eligible relatives since 1999, and many judges, judiciary employees, and their relatives are now enrolled. The Office of Personnel Management is currently developing a separate long-term care insurance for all federal employees which will be available for the first time in the fall of 2002. This program provides preliminary highlights of the differences and similarities between the two programs.

For more information, call Carolyn Kinney in the AO Judiciary Benefits Program Office at 202-502-1674.

**Magistrate Judge Monthly Reporting**

Dec. 4, 9:00 a.m.

Dec. 18, 2:00 p.m.

Jan. 4, 12:00 p.m.

Jan. 15, 11:30 a.m.

Jan. 28, 2:30 p.m.

*Designed primarily for:* Magistrate judges, their secretaries, and courtroom deputy clerks.*Length:* 1 hr.

*Description:* This program provides nationwide training on the proper methods of recording and reporting statistical information on magistrate judge duties. 28 U.S.C. 604(d)(2) & (3) require the director of the Administrative Office to collect magistrate judge workload statistics and present this information to Congress. This data is currently submitted monthly to the Magistrate Judges Division on JS 43, "U.S. Magistrate Judge Monthly Report."

For more information, call Joy Plante in the AO Magistrate Judges Division at 202-502-1830.

**Managerial Decision Making: Lessons from the Cuban Missile Crisis (PBS/NTU)**

Dec. 6, 9:30 a.m.

~~Dec. 14, 8:30 a.m.~~ CANCELLED

Jan. 3, 3:30 p.m.

Jan. 11, 11:00 a.m.

Jan. 24, 3:30 p.m.

*Designed primarily for:* Court managers and supervisors.*Length:* 1 hr. 30 mins.

*Description:* The Cuban Missile Crisis provides not only a good history lesson, but also an examination of leadership styles and processes that led President John F. Kennedy to a sound decision. This program uses film footage from historic meetings, interviews with key participants (including court managers), and comments from a New York University professor to translate some of the events into a management framework applicable to the courts.

This program may be used for 1.5 hours of group training credit in the Supervisors' Development Program. For more information, call Valdenia Simmons at the FJC at 202-502-4108.

**Managing Generation X**

Jan. 11, 9:30 a.m.

Jan. 31, 11:30 a.m.

*Designed primarily for:* Court managers.*Length:* 1 hr. 30 mins.

*Description:* Research indicates that the difference in work values and styles of Baby Boomer managers and their Gen X employees can cause friction and misunderstanding in the workplace. Dr. Neil Stroul, an organizational psychologist and national expert, discusses ways managers can put these issues into perspective and thereby help bridge this "generation gap."

For more information, call Mark Maggio at the FJC at 202-502-4139.

**Managing Leave in a Family-Friendly Workplace**

Dec. 10, 11:30 a.m.

Dec. 17, 10:30 a.m.

Jan. 4, 8:30 a.m.

*Designed primarily for:* Court unit executives, supervisors, leave-approving officials, human resource specialists; all employees covered by the judiciary's leave policy.*Length:* 1 hr.

*Description:* This program is designed to give supervisors and employees a general understanding of the complex variety of leave policies that allow employees to manage family responsibilities in addition to work responsibilities. It explains which types of leave requests involve employee entitlements and which types may be denied or rescheduled based on the work demands of the office. It examines typical leave request situations, rules regarding the specific leave policy, and the responsibilities of the employee and supervisor in each situation.

For more information, call Alan Brown in the AO Human Resources Division at 202-502-3185.

**New from the AO**

**Martin Luther King, Jr.: The Man and the Dream**

Jan. 8, 12:30, 2:30 p.m.

*Designed primarily for:* All judiciary employees.

*Length:* 1 hr.

*Description:* This profile shows how Dr. King's ideas and views adapted to the rapidly changing climate of the Civil Rights Movement.

For more information, call Joan Countryman in the AO Employee Relations Office at 202-502-1380.

**Memory Skills to Enhance Productivity**

~~Dec. 14, 2:00 p.m.~~ CANCELLED

*Designed primarily for:* All judiciary employees.

*Length:* 2 hrs.

*Description:* The capacity for intelligent thinking, learning, and remembering need not drastically diminish with age among healthy, active people. This program teaches viewers how to use memory more effectively in their jobs and personal lives, and tests memory skills using interactive exercises.

For more information, call Angela Stewart at the FJC at 202-502-4126.

**Migration to Frame Relay—Special Broadcast**

Dec. 10, 3:30 p.m.

Dec. 21, 11:30 a.m.

~~Dec. 31, 11:00 a.m.~~ CANCELLED

Jan. 8, 3:30 p.m.

Jan. 14, 12:30 p.m.

*Designed primarily for:* Court technical staff and network managers.

*Length:* 30 mins.

*Description:* Network engineers from the Administrative Office and Sprint provide an update on the migration to frame relay and provide guidance on servers, switches, and network devices so that courts can prepare effectively for the migration.

For more information, contact Nancy Holland in the AO Technology Training and Support Division at 202-502-2697 or E-mail at AOHUBPO Holland, Nancy.

**Officer Safety: Proper Use of Pepper Spray**

Dec. 4, 11:00 a.m.

Dec. 17, 9:00 a.m.

Jan. 4, 1:00 p.m.

Jan. 14, 11:00 a.m.

Jan. 22, 2:30 p.m.

Jan. 28, 10:00 a.m.

*Designed primarily for:* Probation and pretrial services officers.

*Length:* 1 hr.

*Description:* Pepper spray is an important tool that probation and pretrial services officers can utilize to enhance their safety and defense. Safety and Fireman Administrator Brett Cole and

a panel of officers discuss the policy regarding the use of pepper spray and introduce a video for probation and pretrial services officers on this topic. The video demonstrates the proper carrying, draw, and discharge of pepper spray, and reinforces the policy of the director of the Administrative Office of the U.S. Courts.

For more information, contact Brett Cole at 202-502-1647.

**OOPS! Developing Dynamic Web Sites Using Objects**

Dec. 11, 3:00 p.m.

Jan. 18, 11:30 a.m.

*Designed primarily for:* Court automation staff.

*Length:* 1 hr.

*Description:* This program focuses on how object-oriented programming (OOP) will shape future application development. It describes what "objects" are and how they work; what the standards of DCOM and CORBA imply; how the use of JavaBeans and servlets changes design strategies; and other factors to consider when designing a solution. In addition, court experts describe their experiences in developing a two- or three-tier solution.

The program outline and companion learning exercises can be downloaded from the TTSD J-Net homepage at <http://156.132.84.151/training.htm>; click on "Office Automation, etc." and then select this program title. For more information, contact Nancy Holland in the AO Technology Training and Support Division at 202-502-2697 or E-mail at AOHUBPO Holland, Nancy.

**New from the AO**

**Personnel Security**

Advance registration required for Push-To-Talk

Dec. 4, 1:00 p.m. **LIVE**

~~Dec. 31, 9:00 a.m.~~ CANCELLED

Dec. 17, 3:30 p.m.

Jan. 7, 8:30 a.m.

Dec. 18, 10:30 a.m.

Jan. 14, 3:00 p.m.

Dec. 21, 10:00 a.m.

Jan. 28, 3:30 p.m.

*Designed primarily for:* Chief Probation and Pretrial Services Officers, personnel specialists/assistants, and probation and pretrial services officers.

*Length:* 1 hr.

*Description:* This program covers background investigation requirements (both initial and reinvestigation) for probation and pretrial services officers and officer assistants. It provides an overview of both the initial investigation process and the newly established reinvestigation program, including employee notification, form requirements, and investigative scopes.

For more information, contact Etta Johnson in the AO Office of Court Programs at 202-502-1652. To register for the live broadcast, contact the AO Distance Learning Program Registrar at 202-502-1670.



**New from the AO****Planning, Implementing, and Deploying Enterprise Portals (WatchIT.com)**

Dec. 11, 2:00 p.m. Jan. 14, 10:00 a.m.  
 Dec. 18, 9:30 a.m. Jan. 15, 2:00 p.m.  
 Dec. 21, 3:30 p.m. Jan. 18, 1:30 p.m.  
 Jan. 4, 11:00 a.m. Jan. 28, 1:30 p.m.  
 Jan. 7, 3:30 p.m. Jan. 29, 9:00, 11:00 a.m.

*Designed primarily for:* Information technology staff.

*Length:* 1 hr.

*Description:* According to the experts featured in this program, the key to a portal's success is in clearly defining the audience and the scope of the content and services that will be accessed. This program covers portal features, benefits, and vendor selection.

For more information, contact Nancy Holland in the AO Technology Training and Support Division at 202-502-2697 or E-mail at AOHUBPO Holland, Nancy.

**Public Information and Outreach: The Role of the District Clerk of Court**

~~Dec. 13, 3:00 p.m.~~ CANCELLED Jan. 24, 11:30 a.m.  
 Dec. 20, 8:30 a.m. Jan. 25, 2:30 p.m.

*Designed primarily for:* District clerks of court, judges, and interested staff.

*Length:* 2 hrs.

*Description:* This program, developed in cooperation with the AO Office of Public Affairs, addresses issues district clerks of court confront as they manage the court's relationship with the media, the bar, and the community. It presents important lessons from district and appellate courts and participants in the public affairs pilot program sponsored by the AO. Panels, comprised of court staff involved in public information activities, discuss media relations, community outreach, public education, and internal and external communications. The program also explains what courts are doing to increase public understanding of the federal courts, along with the challenges the courts have encountered, and presents effective practices and additional resources.

This program may be used for 2 hours of group training credit in the Supervisors' Development Program. Written materials may be downloaded from the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). For more information, call Bob Fagan or Angela Stewart at the FJC at 202-502-4123 or 4126.

**Realtime Writing Overview for Court Reporters**

Jan. 22, 9:00, 11:00 a.m.

*Designed primarily for:* Federal official court reporters.

*Length:* 1 hr.

*Description:* This program explains the general benefits of Realtime, as well as the specific benefits of Realtime to judges, lawyers, other courtroom participants, and court reporters. Topics include stress control, ethics, and necessary equipment (both hardware and software).

For more information, call Ed Baca in the AO District Court Administration Division at 202-502-1568.

**Remote Supervision Technologies**

Dec. 18, 11:30 a.m. Jan. 18, 12:30 p.m.

*Designed primarily for:* Probation officers.

*Length:* 1 hr.

*Description:* This program focuses on available technologies that give officers the capability to remotely monitor the physical location of defendants and offenders 24 hours a day.

For more information, call Darren Gowen in the AO Office of Probation and Pretrial Services at 202-502-1620.

**New edition from the FJC****A Review of Fourth Circuit Bankruptcy Decisions (2001)**

Advance registration required; Push-To-Talk will be used.

Dec. 12, 12:00 p.m. **LIVE**

*Designed primarily for:* Bankruptcy judges and law clerks.

*Length:* 1 hr.

*Description:* For the fourth year in a row, bankruptcy judges and law clerks in the Fourth Circuit will have the opportunity to review together key bankruptcy developments in their circuit. Judge Thomas Small (E.D.N.C.) will moderate the program; he will be joined by Judges Ross Krumm (W.D. Va.) and William Stocks (M.D.N.C.). The panel plans to start with a survey of bankruptcy opinions of particular relevance to the Fourth Circuit, then follow with a concentrated discussion of specific topics of concern to bankruptcy judges in the Fourth Circuit.

For more information, call Jackie Clark or Karen Sparkes at the FJC at 202-502-4250. Written materials will be available on the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn) on December 10.

**New from the AO****Rights and Benefits When You Enter Active-Duty Military**

Advance registration required for Push-To-Talk

Jan. 29, 1:00 p.m. **LIVE**

*Designed primarily for:* Reservists, human resources managers, and benefits coordinators.

*Length:* 1 hr. 30 mins.

*Description:* Employees who enter active-duty military service, whether ordered or volunteer, are entitled to certain rights and benefits. This program covers military leave, annual leave, and/or leave without pay. It also explains continuing coverage under the Federal Employees Health Benefits and the Federal Employees Group Life Insurance Programs, and the impact that absence due to military service has on civil service retirement and Thrift Savings Plan benefits.

For more information, contact Lois Demuth in the AO Human Resources Division at 202-502-3117. To register for the live program, contact the AO Distance Learning Program Registrar at 202-502-1670.

**New from the FJC**

**Safety Series: Personal Mindset...The Internal Threat to Officer Safety**

Advance registration required for Push-To-Talk

Dec. 6, 1:00 p.m. **LIVE**

*Designed primarily for:* Probation and pretrial services officers, safety specialists, managers.

*Length:* 1 hr. 30 mins.

*Description:* An officer's mindset is the one constant throughout every level of the Continuum of Force and it can be the determining factor for survival in any dangerous encounter. Using panel discussions, video interviews, and group exercises, this program explores the relationship between mindset and the Force Continuum, stress, and safety training. The program also addresses the inherent dangers of being a federal probation and pretrial services officer and presents proactive approaches to reducing the risk of officer suicide.

For more information or to register, call William Thimmesch at the FJC at 202-502-4138.

**Sentencing and Guidelines: 2001 Amendments**

Jan. 10, 10:00 a.m.

Jan. 17, 8:30 a.m.

Jan. 25, 8:30 a.m.

*Designed primarily for:* Probation officers (particularly officers conducting presentence investigations), managers, judges, attorneys, law clerks.

*Length:* 2 hrs.

*Description:* In this program, senior members of the U.S. Sentencing Commission's training staff discuss amendments to the sentencing guidelines effective November 1, 2001. Amendments relating to offenses involving money laundering, fraud and theft, drugs, immigration, and sexual abuse are highlighted.

To download written materials and check on approval for Continuing Legal Education credit, visit the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). For more information, call Lauren Woods at the FJC at 202-502-4271.

**Sentencing and Guidelines: Basic Application**

Jan. 11, 1:00 p.m.

Jan. 24, 8:30 a.m.

*Designed primarily for:* Anyone new to applying the sentencing guidelines, including probation officers (particularly officers conducting presentence investigations), judges, attorneys, law clerks.

*Length:* 2 hrs.

*Description:* This program was taped at the Eighth Annual National Seminar on the Federal Sentencing Guidelines. Senior members of the U.S. Sentencing Commission's training and legal staffs present principles of basic guideline application, including relevant conduct, multiple counts, and criminal history.

Written materials can be downloaded from the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). For more information, call Nancy Filsoof at the FJC at 202-502-4115.

**Sentencing and Guidelines: Criminal History Issues**

Dec. 13, 10:30 a.m. CANCELLED

Jan. 31, 3:30 p.m.

*Designed primarily for:* Probation officers (particularly officers conducting presentence investigations), supervising probation officers, judges, attorneys, law clerks.

*Length:* 1 hr.

*Description:* This program examines the application of the criminal history guidelines, with attention to the interplay between criminal history and relevant conduct. Deborah Stevens-Panzer of the U.S. Sentencing Commission's training staff and Jay Meyer, deputy chief probation officer (D. Minn.) discuss issues involving career offenders and armed career criminals, and departures based on the offender's criminal history.

To download written materials or check on approval for Continuing Legal Education credit, visit the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). For more information, call Lauren Woods at the FJC at 202-502-4271.

**Sentencing and Guidelines: Multiple Counts**

Dec. 20, 10:30 a.m.

Jan. 17, 3:30 p.m.

*Designed primarily for:* Probation officers (particularly officers conducting presentence investigations), judges, attorneys, and law clerks.

*Length:* 1 hr. 30 mins.

*Description:* Senior members of the U.S. Sentencing Commission's training staff discuss pertinent sentencing guidelines provisions involving the grouping of multiple-count convictions. Panelists use fact patterns to illustrate the analysis of the multiple-count rules used in guidelines application.

To download written materials and check on approval for Continuing Legal Education credit, visit the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). For more information, call Lauren Woods at the FJC at 202-502-4271.

**Social Security Benefits for Employees Under the Federal Employees Retirement System (FERS)**

Dec. 3, 8:30 a.m.

Dec. 17, 10:00 a.m.

Jan. 14, 4:00 p.m.

Jan. 18, 3:30 p.m.

*Designed primarily for:* Court employees and court unit executives under FERS.

*Length:* 20 mins.

*Description:* The Federal Employees Retirement System (FERS) is a three-tiered program: Basic Benefit Plan, Social Security benefits, and Thrift Savings Plan. This program provides information on Social Security retirement benefits for FERS employees.

For more information, call Kay Johnson in the AO Human Resources Division at 202-502-3195.

**Special Needs Offenders: FCI Butner Sex Offender Treatment Program (Parts One & Two)**

Jan. 3, 8:30 a.m. (Part One); 10:30 a.m. (Part Two)

*Designed primarily for:* Probation and pretrial services officers, managers, judges, attorneys, law clerks.

*Length:* 2 hrs. (each part)

*Description:* This is the sixth program in the FJC's Special Needs Offenders series. It provides an overview of the Sex Offender Treatment Program (SOTP) at the Federal Correctional Institution in Butner, North Carolina. The program presents highlights from a seminar held in June 2000, during which SOTP Director Dr. Andres Hernandez and staff from Psychology Services at FCI Butner conducted a question-and-answer session with an audience of nearly 100 probation and pretrial services officers. Dr. Hernandez and his staff also discuss standards for sex offender assessment and treatment, a sex-offender-specific presentence investigation, risk assessment, and effective supervision and management of the sex offender.

For more information, call Mark Maggio or Lauren Woods at the FJC at 202-502-4139 or 4271.

**Special Needs Offenders: White-Collar Crime**

Dec. 20, 2:00 p.m.

Jan. 17, 1:00 p.m.

*Designed primarily for:* Probation and pretrial services officers and managers; magistrate and district judges.

*Length:* 2 hrs.

*Description:* Part of the FJC's Special Needs Offenders series, this program provides an orientation to identification, investigation, and supervision of sophisticated white-collar defendants and offenders (including organizations). The program highlights defendant and offender characteristics, provides ideas for special conditions, and examines communication among officers, the court, case agents, and counsel in white-collar cases.

To download participant materials or check on the approval of CLE credit, visit the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). For more information, contact Mark Sherman at the FJC at 202-502-4119 or [msherman@fjc.gov](mailto:msherman@fjc.gov).

**Special Needs Offenders: Women Offenders and Their Children**

~~Dec. 13, 8:30 a.m. CANCELLED~~

~~Dec. 14, 10:00 a.m. CANCELLED~~

Jan. 17, 10:30 a.m.

Jan. 25, 10:30 a.m.

*Designed primarily for:* Probation and pretrial services officers and managers; magistrate and district judges.

*Length:* 2 hrs.

*Description:* Using case studies and panel discussions, judges, probation and pretrial services officers, attorneys, and subject-matter experts examine issues unique to female defendants and offenders—especially with regard to their children. Justice Ruth Bader Ginsburg introduces the program. Discussion covers sentencing, supervision planning, use of community resources, and current federal initiatives.

To download written materials or check on approval of Continuing Legal Education credit, visit the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). For more information, contact Mark Sherman at the FJC at 202-502-4119 or [msherman@fjc.gov](mailto:msherman@fjc.gov).

**New edition from the FJC  
Structured On-the-Job Training**

Advance registration required; Push-To-Talk will be used.

Jan. 23, 1:00–3:30 p.m. **LIVE**

Jan. 24, 2:00–3:30 p.m. **LIVE**

Jan. 30, 1:00–3:30 p.m. **LIVE**

Jan. 31, 1:00–3:00 p.m. **LIVE**

*Designed primarily for:* Court staff who develop and conduct on-the-job training.

*Length:* varies (from 1 hr. 30 mins. to 2 hrs. 30 mins.)

*Description:* On-the-job training is one of the most frequent forms of training in the courts and plays a vital role in the development of court staff. JoAnn Polcari, a training consultant and former training manager for the U.S. Bankruptcy Court in San Diego, CA, will present the skills for developing and conducting on-the-job training. Topics include the adult learner, task analysis, interactive lesson plans, and job aids. Participants will develop materials for use in training colleagues.

Registration packets will be mailed to court training specialists in early December. For more information, call Bob Luke or JoAnn Barnes at the FJC at 202-502-4104.

**Substance Abuse: The Officer and the Treatment Process**

(Program 8 in the Substance Abuse series)

Dec. 6, 3:00 p.m.

Dec. 20, 12:00 p.m.

Jan. 25, 12:30 p.m.

*Designed primarily for:* Probation and pretrial services officers, managers, and staff; interested judges and attorneys.

*Length:* 2 hrs.

*Description:* Michael Torch, an addiction treatment provider with extensive work experience in the criminal justice system, discusses the treatment process, including developmentally appropriate assessment techniques, and intervention and recovery strategies that combine cognitive, behavioral, and 12-step approaches. Mr. Torch and USPO Jim Bernier (D. N.H.) offer suggestions on how and why officers should support the treatment process.

This program has been approved for 2 hours of continuing education units. For more information, contact Kate Lynott at the FJC at 202-502-4115 or [klynott@fjc.gov](mailto:klynott@fjc.gov).

**A Summary of Benefits for Law Enforcement Officers Under FERS**

Dec. 21, 8:30 a.m.

*Designed primarily for:* Probation and pretrial services officers.  
*Length:* 1 hr. 30 mins.

*Description:* This program summarizes the benefits of and answers questions about the special retirement provisions (hazardous duty) for law enforcement officers under the Federal Employees Retirement System (FERS). FERS consists of three components: Basic Annuity, Social Security, and the Thrift Savings Plan (TSP). The program explains, for both the Basic Annuity and Social Security components, eligibility requirements for the special retirement and disability retirement; creditable military and civilian service; survivor benefits for spouse and dependent child/children; and elements of the Basic and Social Security annuity, supplemental annuity, and cost-of-living adjustments. TSP information is provided on the various annuity and withdrawal options available at retirement.

For more information, contact Kay Johnson in the AO Human Resources Division at 202-502-3195.

**Supreme Court 2000-2001: The Term in Review**

Jan. 2, 8:30, 10:30 a.m.

Jan. 16, 1:00, 3:00 p.m.

*Designed primarily for:* Judges, staff attorneys, and law clerks.  
*Length:* approx. 2 hrs. (includes two five-minute breaks)

*Description:* Three of the nation's experts on the Supreme Court analyze the decisions of the 2000 term that are most likely to affect the day-to-day work of federal judges. Divided into three segments, the program examines the decisions involving the First Amendment, due process, elections, criminal law and procedure, government structure, commercial litigation, and habeas corpus.

Program and CLE materials can be downloaded from the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). For more information, call Jackie Clark or Karen Sparkes at the FJC at 202-502-4250.

**Surfing the FEHB Wave**

Dec. 3, 12:00 p.m.

Dec. 7, 12:30 p.m.

Dec. 11, 9:00 a.m.

*Designed primarily for:* Judges and court employees.  
*Length:* 1 hr. 30 mins.

*Description:* This program presents the significant plan changes for the 2002 Federal Employees Health Benefit (FEHB) open season scheduled from November 12 to December 11, 2001. Topics include enrollment, qualifying life events and temporary continuation of coverage, effective dates, and where to obtain the information necessary to complete the FEHB forms. The program will provide J-Net links to the Office of Personnel Management website as well as to the FEHB home page.

For more information, call Kay Johnson in the AO Human Resources Division at 202-502-3198.

**Taking the Interpreter's Oath to Heart**

Jan. 3, 2:30 p.m.

Jan. 17, 3:00 p.m.

*Designed primarily for:* Court interpreters, judges, court staff.  
*Length:* 30 mins.

*Description:* By interpreting the testimony of non-English-speaking defendants or witnesses, court interpreters make it possible for judges and juries to impartially evaluate the facts in a case. They also ensure that defendants understand and participate in the proceedings. This program demonstrates what is expected of interpreters in federal court and explains how interpreters perform their task. It describes the legal requirements of interpreters, the importance of the courtroom environment, and explains how to handle specific situations.

For more information, call David Kolm at the FJC at 202-502-4229.

**Teamwork Essentials**

Dec. 6, 11:00 a.m.

*Designed primarily for:* All court staff.

*Length:* 1 hr. 40 mins.

*Description:* This program covers teamwork behaviors that are essential to the success of a team. Participants assess their teams' behaviors and explore common challenges teams experience. Reuben Amaro, training specialist (W.D. Tex.), conducts the program. Participant materials (guide, evaluation form, and roster) can be downloaded from the FJC website at [jnet.fjc.dcn](http://jnet.fjc.dcn). Please fax in your completed evaluation forms and roster.

For more information, call Joy Richardson at the FJC at 202-502-4105.

**New edition from the AO**

**Tech Talk (Dec. 2001)**

Mondays at 4:30 p.m. (except Dec. 24 and 31)

Tuesdays at 8:30 a.m. (except Dec. 25)

*Designed primarily for:* Systems staff and Web developers.

*Length:* 30 mins.

*Description:* *Tech Talk* provides updates on information technology (IT) industry trends, present and future judiciary IT projects, and possible system problems affecting the courts.

For more information, call John Leonard in the AO Technology Training and Support Division at 210-301-6474.



**New edition from the AO****Tech Talk (Jan. 2002)**

Mondays at 4:30 p.m. (except Jan. 21)

Tuesdays at 8:30 a.m. (except Jan. 1)

*Designed primarily for:* Systems staff and Web developers.

*Length:* 30 mins.

*Description:* Tech Talk provides updates on information technology (IT) industry trends, present and future judiciary IT projects, and possible system problems affecting the courts.

For more information, call Cindy Pope in the AO Technology Training and Support Division at 210-301-6474.

**Three-Tier Architecture—Components of a Modern Web Site**

Dec. 10, 1:30 p.m.

Jan. 18, 8:30 a.m.

*Designed primarily for:* Court automation staff.

*Length:* 1 hr.

*Description:* This program focuses on the stages involved in developing web solutions using a Three-Tier Architecture. Discussions include what web development used to mean and what it means today; aspects of development, such as interfaces (user), objects/modules (server-end), and databases (back-end); development principles for today's websites; and technical considerations, such as staff, bandwidth, and hardware.

The program outline and companion learning materials can be downloaded from the Technology Training and Support Division's J-Net homepage (<http://156.132.84.151/training.htm>); click the "Office Automation, etc." button and then select this program title.

For more information, contact Nancy Holland in the AO Technology Training and Support Division at 202-502-2697 or E-mail at AOHUBPO Holland, Nancy.

**Travel Tools Available to Court Personnel**

Dec. 11, 10:30 a.m.

Jan. 15, 9:00 a.m.

*Designed primarily for:* All judiciary personnel.

*Length:* 1 hr.

*Description:* Court personnel have a variety of tools available to make travel more efficient for both travelers and court travel coordinators. This program features a discussion of available services. Representatives from the judiciary travel service contractor, National Travel, demonstrate the new travel website. AO Travel Management staff discuss the government travel card policy and procedures.

For more information, call Eunice Phillips in the AO Office of Relocation and Travel Management at 202-502-1290.

**Understanding My Social Security Benefits with a Civil Service Retirement System Annuity**

Dec. 4, 12:00 p.m.

Jan. 7, 12:00 p.m.

*Designed primarily for:* Court employees and court unit executives under CSRS.

*Length:* 20 mins.

*Description:* This program explains the Social Security Administration's (SSA) Government Pension Offset provision and Windfall Elimination provision and their effect on employees' CSRS annuity or SSA spousal benefits.

For more information, call Kay Johnson in the AO Human Resources Division at 202-502-3195.

**Understanding the Judiciary's Budget Process**

Dec. 10, 12:30 p.m.

Dec. 11, 11:30 a.m.

Jan. 15, 4:00 p.m.

Jan. 28, 12:00 p.m.

*Designed primarily for:* Chief judges, unit executives, and financial staff.

*Length:* 35 mins.

*Description:* This program explains the processes through which the judiciary's budget is formulated and executed at both the national level and within individual courts.

For more information, call John Gibbons in the AO Office of Finance and Budget at 202-502-2003.

**New from the AO****Update on Procurement and Contracting Within the Judiciary**

Advance registration required for Push-To-Talk

Jan. 22, 1:00 p.m. **LIVE**

Jan. 28, 11:00 a.m.

*Designed primarily for:* Procurement Liaison Officers and other court unit personnel with re-delegated procurement authority.

*Length:* 1 hr.

*Description:* This program provides an update on procurement and contracting policies and procedures in the judiciary. Court participants will have an opportunity to ask questions about issues related to procurement and contracting. This training is intended as an update to the Basic Procurement Orientation Course.

For more information, call Sheila Lewis in the AO Procurement Management Division at 202-502-2311. To register for the live program, contact the AO Distance Learning Program Registrar at 202-502-1670.

### WordPerfect 8.0 Basics

Dec. 3, 1:30 p.m.

*Designed primarily for:* All judiciary computer users.

*Length:* 2 hrs.

*Description:* This program focuses on using WordPerfect 8.0's menus, toolbars, and dialog boxes to create, open, save, print, and close documents. Users will edit text using the select, copy, paste, and cut features, and set the basic document format guides, including tabs, margins, text attributes, and page breaks. WordPerfect's tools and Perfect Expert Help System are introduced.

The program outline and companion learning exercises can be downloaded from the TTSD website at <http://156.132.84.151/training.htm>; click on "Office Automation, etc." and then select this program title. PCs should be available for students while viewing the program.

For more information, call John Leonard in the AO Technology Training and Support Division at 210-301-6308.

### Working with Multi-Party Cases

Jan. 3, 12:30 p.m.

Jan. 11, 3:00 p.m.

*Designed primarily for:* Court staff.

*Length:* 2 hrs.

*Description:* This program tackles the challenges of administering and coordinating proceedings that involve more than one plaintiff or defendant—criminal and civil cases, as well as bankruptcy adversary proceedings. It presents effective practices to consider when developing a plan of action for court employees.

This program may be used for 2 hours of group training credit in the Supervisors' Development Program. For more information, call Bob Fagan or Lauren Woods at the FJC at 202-502-4123 or 4271.

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