

**Louisville Metro Public Defender's Office
New Attorney Training Schedule
x-xx-xx through x-xx-xx**

*[Sample training schedule (albeit dated and somewhat abbreviated).
Several other topics and areas are covered beyond those listed. The Leadership Team is always
experimenting with new training techniques and approaches in an effort to make our training
program more effective and useful in accomplishing our mission.]*

Monday

Time	Topic	Presenter(s)
8:15 a.m. to 11:30 a.m.	Introductions; Office and Courts Tour	Amy Hannah
11:30 a.m. to 12:00 p.m.	ID Cards; Administrative Matters	Sharon Johnson/Jim Kennedy
12:00 p.m. to 1:00 p.m.	Working Lunch; History of the Office/KRS Chap.31	Dan Goyette/Leo Smith
1:00 p.m. to 2:30 p.m.	Overview: Ky. Court Structure; Jefferson County Courts Complex Nuts and Bolts	Amy Hannah
2:30 p.m. to 4:30 p.m.	Initial Client Contact	Amy Hannah

Tuesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	Probable Cause Hearings	Angela Rea
2:30 p.m. to 4:30 p.m.	District Court Practice – Part 1	Amy Hannah

Wednesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 4:30 p.m.	Mock Client Interviews	Amy Hannah

Thursday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions and Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Maintaining Effective Attorney-Client Relationship	Amy Hannah
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	Bond: Statutes, Rules and Case law	Division Chiefs & Deputies
2:30 p.m. to 3:30 p.m.	Litigating Bond Issues	Division Chiefs & Deputies
3:30 p.m. to 4:30 p.m.	Arraignment Court	John Keough

Friday

Time	Topic	Presenter(s)
8:15 a.m. to 8:30 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah

8:30 a.m. to 10:00 a.m.	Discovery: RCr 7.24 & 7.26 (excluding experts)	Amy Hannah
10:00 a.m. to 11:45 a.m.	Motion Practice	Amy Hannah
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:00 p.m.	OPEN (reading, review & prep time for exercises)	
2:00 p.m. to 4:30 p.m.	In-house Training Seminar for Full Staff	Invited Speaker(s)

Monday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	
1:00 p.m. to 3:00 p.m.	Probable Cause Hearing Tapes	N/A
3:00 p.m. to 4:30 p.m.	OPEN (reading, review & prep time for exercises)	

Tuesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Voir Dire – Part 1	Amy Hannah
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 4:30 p.m.	Mock Probable Cause Hearings	Amy Hannah

Wednesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day (1) ; Motion of the Day (2) ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Preservation of Error	Josh Reho
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 3:00 p.m.	District Court Practice – Part 2	Amy Hannah
3:00 p.m. to 4:30 p.m.	KRE Article IV: Relevance	Sheila Seadler

Thursday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Voir Dire – Part 2: Cause Challenges, Rehabilitation and Batson	Amy Hannah
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	Revocation Hearings, Probation and Parole	Amy Hannah
2:30 p.m. to 4:30 p.m.	Competency and Criminal Responsibility	Leo Smith/Beth McMahon

Friday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Voir Dire Trial Tapes	N/A
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	KRE Article VIII: Hearsay	Amy Hannah
2:30 p.m. to 3:30 p.m.	STAFF MEETING	N/A
3:30 p.m. to 4:30 p.m.	Opening and Maintaining a Case File	Amy Hannah

Monday

Time	Topic	Presenter(s)
Court Holiday – Office Closed		

Tuesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Preserving The Appellate Record – Part 2	Josh Reho
11:30 a.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 4:30 p.m.	Mock Voir Dire	Amy Hannah

Wednesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	Opening Statements	Amy Hannah
2:30 p.m. to 4:00 p.m.	Specialty Courts	Amy Hannah
4:00 p.m. to 4:30 p.m.	Bail Project	Bail Project representative

Thursday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	KRE Article VI: Witnesses	Angela Rea
2:30 p.m. to 4:30 p.m.	Theory of the Case/Telling the Client's Story	Amy Hannah

Friday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Opening Statement Tapes	N/A
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	Self-Representation; Farretta Hearings	Beth McMahon
2:30 p.m. to 4:30 p.m.	KRE Article VII and RCr 7.24 (Expert Issues)	Beth McMahon

Monday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Mock Opening Statements	Amy Hannah
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 3:00 p.m.	Plea Bargaining: Preparation, Communication and Negotiation	Jennifer Porter
3:00 p.m. to 4:30 p.m.	Collateral Consequences	Angela Rea

Tuesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	Prosecutorial Misconduct	Amy Hannah
2:30 p.m. to 4:30 p.m.	Cross Examination – Part 1 (Basics)	Amy Hannah

Wednesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 3:00 p.m.	Cross Examination – Part 2 (Impeachment)	Amy Hannah
3:00 p.m. to 4:30 p.m.	Cross Examination Tapes	N/A

Thursday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 4:30 p.m.	Everyday Practice Tips	Que Christian/Chris Schramm

Friday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Mock Cross Examination – Lightening Rounds (Impeachment)	Amy Hannah
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 3:00 p.m.	Louisville Metro Department of Corrections tour	LMDC
3:00 p.m. to 4:30 p.m.	OPEN (reading, review & prep time for exercises)	

Monday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 4:30 p.m.	Mock Cross Examinations	Amy Hannah

Tuesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	Restitution, Fees and Fines	Josh Reho
3:00 p.m. to 4:30 p.m.	Closing Argument	Amy Hannah

Wednesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 4:30 p.m.	Sentencing	Amy Hannah

Thursday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day (1) ; Motion of the Day (2) ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	Direct Examination	Amy Hannah
2:30 p.m. to 4:30 p.m.	DUI Defense	Amy Hannah

Friday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Instructions	Beth McMahon
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	Severance and Joinder	Josh Reho
2:30 p.m. to 4:30 p.m.	Closing Argument Trial Tapes	N/A

Monday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Mistrials, Directed Verdicts and Post-Trial Motions	Josh Reho
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 4:30 p.m.	Mock Directs	Amy Hannah

Tuesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	Sentencing Hearing at Trial	Amy Hannah
2:30 p.m. to 4:30 p.m.	Obtaining a Trial Date and Trial Preparation; Trial Checklists	Amy Hannah

Wednesday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Courtroom Observation	Various staff trial attorneys
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 2:30 p.m.	Social Workers; Social Services Referrals, etc.	Amy Hannah
2:30 p.m. to 4:30 p.m.	Juvenile Court Presentation	Mike Ferraraccio/Lana Fazio

Thursday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 11:45 a.m.	Appeals, Writs, and Other Appellate Matters	Josh Reho
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 4:30 p.m.	Mock Closing Arguments	Amy Hannah

Friday

Time	Topic	Presenter(s)
8:15 a.m. to 9:00 a.m.	Questions/Discussion; Motion of the Day ; Case of the Day	Amy Hannah
9:00 a.m. to 10:30 a.m.	Administrative Assistants/Secretaries	Sharon Johnson/Robin Jones
10:30 a.m. to 11:45 a.m.	Investigative/Paralegal Requests	Robin Rawlins/Rachel Holcomb
12:00 p.m. to 1:00 p.m.	Lunch	N/A
1:00 p.m. to 3:30 p.m.	JustWare	Jim Kennedy
3:30 p.m. to 4:30 p.m.	Intake	Amy Hannah

Monday

Time	Topic	Presenter(s)
8:15 a.m. to 10:00 a.m.	Kentucky Rules of Professional Conduct	Dan Goyette/Leo Smith
10:15 a.m. to 12:00 p.m.	Pertinent Ethics Opinions / ABA Standards	Dan Goyette/Leo Smith
12:00 p.m. to 1:00 p.m.	Lunch	
1:00 p.m. to 2:30 p.m.	Commonly Encountered Ethical Issues	Dan Goyette/Leo Smith
2:45 p.m. to 4:30 p.m.	Professionalism / Best Practices	Beth McMahon/Amy Hannah

Tuesday

8:15 a.m. to 10:15 a.m.	Office Policies and Procedures	Leo Smith/Beth McMahon
10:30 a.m. to 11:45 a.m.	Division/Team Assignments; Discussion of follow-up training, mentoring and partnering plans/schedule; Q&A	Leo Smith/Beth McMahon/Amy Hannah
12:00 p.m. to 1:30 p.m.	Working Lunch; Conversation with the PD Leadership Team	Leadership Team Members
1:30 p.m. to 4:30 p.m.	"Matinee Movie" – selected films featuring scenarios relating to criminal defense practice, followed by analysis & group discussion	Dan Goyette