



New Prosecutors Orientation and Training Program 2016

Day #1

Wednesday, September 7, 2016

- 8:45– 9:00** **Check In**
- 9:00 – 10:00** **Welcome and Introductions**
Marian T. Ryan, District Attorney
Steve Loughlin, First Assistant District Attorney
Alice Casey, Chief of District Courts
Aliya Khalidi, Director of Training & Professional Development
- 10:00 – 11:30** **Creative Trial Tactics & The Investigative Prosecutor**
David Solet, Chief Legal Counsel, Executive Office of Public Safety and Security
- 11:30 – 11:45** **Break**
- 11:45 – 12:15** **The Best Job You Will Ever Have**
Howard Whitehead, Special Counsel to the District Attorney
- 12:15 – 1:15** **Lunch** (on your own)
- 1:15 – 2:00** **Commonwealth v. Michael Barnett**
Christopher Tarrant, ADA, Chief of Lowell Superior Court Trial Team
- 2:00 - 3:00** **Innocence Project & Conviction Integrity Program**
Joseph Gentile, Chief of Framingham Superior Court Trial Team
Lisa Kavanaugh, Committee for Public Counsel Services, Innocence Program Director
- 3:00 – 3:15** **Break**
- 3:15 – 4:45** **CW. V. Walter Emeny**
Marian T. Ryan, District Attorney
Alice Casey, Chief of District Courts



New Prosecutors Orientation and Training Program 2016

Day #2

Thursday, September 8, 2016

- 8:30 – 9:15** **Overview of Middlesex County and the MDAO**
Aliya Khalidi, Director of Training & Professional Development
- 9:15 – 10:00** **Getting Started: Tips & Advisories**
Aliya Khalidi, Director of Training & Professional Development
- 10:00 – 10:15** **Break**
- 10:15 – 10:45** **You Only Have One Chance to Make a First Impression**
Howard Whitehead, Special Counsel to the District Attorney
- 10:45 – 11:30** **Criminal Law & Procedure Refresher**
Denise Duran, Deputy Director of District Courts
- 11:30 – 11:45** **Security Procedures / Photo IDs / Access Cards**
Scott Sarsfield, Director of Operations & Security
- 11:45 – 12:45** **Lunch** (on your own)
- 12:45 – 2:45** **Prosecutorial Ethics**
Hallie Speight, ADA, Appeals & Training Bureau
- 2:45 – 3:00** **Break**
- 3:00 – 3:05** **Affinity Group Overview**
Charles Koech, ADA, Co-chair of the MDAO Affinity Group
- 3:05 – 3:45** **Human Resources**
Colleen Flaherty, Director of Human Resources
Brett Morton, Payroll Analyst

Day #2 (cont'd)

Thursday, September 8, 2016

3:45 – 4:00 **Payroll and Fiscal Operations**
Regina Scalley, Chief Fiscal Officer
John Huttunen, Fiscal Specialist

4:00 – 4:15 **Break**

4:15 – 5:00 **Wrap-Up**



New Prosecutors Orientation and Training Program 2016

Day #3

Friday, September 9, 2016

- | | |
|----------------------|--|
| 9:00 – 10:15 | District Court: Life in First Session
<i>Alice Casey, Chief of District Courts</i>
<i>Denise Duran, Deputy Chief of District Courts</i>
<i>Brian Doxtader, Regional District Court Supervisor, Lowell Region</i>
<i>Laura Miller, Regional District Court Supervisor, Framingham Region</i>
<i>Jessica Pacheco, Regional District Court Supervisor, Cambridge Region</i> |
| 10:15 – 10:30 | Break |
| 10:30 – 12:00 | Arraignment and Bail |
| 12:00 – 1:00 | Lunch (on your own) |
| 1:00 – 4:00 | Bail Arguments |
| 4:00 – 4:15 | Break |
| 4:15 – 5:00 | CTU 101 |



New Prosecutors Orientation and Training Program 2016

Monday, September 12, 2016

Report to your assigned court

Day #4

Wednesday, September 14, 2016

- 9:00 – 9:30** **Working with Digital Multimedia Evidence (DME)**
Carl Schiller, Multi-Media Specialist
- Computer, Email, Intranet, Phone, Westlaw**
Stephen Wong, Director of Information Technology
David Despres, Applications Analyst
Christopher Coen, Network Administrator
- 9:30 – 9:45** **DAMION – Search & Find**
Kellie Pini, Regional Support Coordinator, Child Protection Program
- 9:45 – 10:00** **Break**
- 10:00 – 10:15** **MDAO Resources and Prosecutors Encyclopedia**
Aliya Khalidi, Director of Training & Professional Development
- 10:15 – 12:00** **Best Practices in Case
Preparation & Documentation**
Alice Casey, Chief of District Courts
Denise Duran, Deputy Chief of District Courts
Howard Whitehead, Special Counsel to the District Attorney
- 12:00 – 1:00** **Your First Six Months as an ADA **2016 ADAs only***
Christina Lucci, ADA, Appeals & Training Bureau
- 1:00 – 2:00** **Lunch**
- 2:00 – 4:00** **September Weekly Trial Ad**



New Prosecutors Orientation and Training Program 2016

Day #5

Friday, September 16, 2016

- 8:30 – 10:00** **Discovery**
Jessica Langsam/Jamie Charles/ Appeals & Training Bureau
- 10:00 – 10:30** **Public Records and Criminal Offender Record Information (CORI)**
Kerry Anne Kilcoyne, Captain, Public Records/Subpoena Team
- 10:30 – 10:45** **Break**
- 10:45 – 11:45** **Discovery Exercises**
Alice Casey, Chief of District Courts
Denise Duran, Deputy Chief of District Courts
Brian Duxtader, Regional District Court Supervisor, Lowell Region
Laura Miller, Regional District Court Supervisor, Framingham Region
Jessica Pacheco, Regional District Court Supervisor, Cambridge Region
- 11:45 – 12:45** **Criminal Rule of Procedure 17**
Jessica Langsam/Jamie Charles, Assistant District Attorney, Appeals & Training Bureau
- 12:45 – 1:45** **Lunch** (on your own)
- 1:45 – 5:00** **Case Preparation**
Alice Casey, Chief of District Courts
Denise Duran, Deputy Chief of District Courts & Regional District Court Supervisor, Cambridge & Malden Regions
Brian Duxtader, Regional District Court Supervisor, Lowell Region
Laura Miller, Regional District Court Supervisor, Framingham Region
Jessica Pacheco, Regional District Court Supervisor, Cambridge Region
- 1:45 – 5:00** **Initial Steps**
- 1:45 – 5:00** **Pretrial Conferences**
- 1:45 – 5:00** **Preparing for Trial**



New Prosecutors Orientation and Training Program 2016

Day #6

Friday, September 23, 2016

- 8:30 – 9:30** **Sentencing**
Alice Casey, Chief of District Courts
Denise Duran, Deputy Chief of District Courts
Laura Miller, Regional District Court Supervisor, Framingham Region
Jessica Pacheco, Regional District Court Supervisor, Cambridge Region
- 9:30 – 10:30** **Probation**
Vincent J. Piro, Jr., Chief Probation Officer, Woburn District Court
Maren Schrader, Supervisor, Woburn District Court
- 10:30 – 10:45** **Break**
- 10:45 – 12:30** **Sentencing**
Alice Casey, Chief of District Courts
Denise Duran, Deputy Chief of District Courts
Laura Miller, Regional District Court Supervisor, Framingham Region
Jessica Pacheco, Regional District Court Supervisor, Cambridge Region
Andrew Lauranzano, Victim Witness Advocate, Child Protection Unit
- 12:30 – 1:30** **Lunch** (on your own)
- 1:30 – 2:15** **The Non-Traditional Side of Middlesex DA's Office**
Shawn MacMaster, Director of Community Partnerships
- 2:15 – 2:30** **Affinity Group Overview**
Charles Koech, ADA, Co-chair of the MDAO Affinity Group
- 2:30 – 3:30** **Sentencing Exercises**
Alice Casey, Denise Duran, Jessica Pacheco, Laura Miller
- 3:30 – 3:45** **Break**
- 3:45 – 5:00** **Sentencing Exercises** continued



New Prosecutors Orientation and Training Program 2016

Day #7

Friday, September 30, 2016

- 9:00 – 10:45** **Motion Practice**
Craig Estes, ADA, Malden Superior Court Trial Team
- 10:45 – 11:00** **Break**
- 11:00 – 11:45** **Appeals & Training Bureau**
Melissa Johnsen, ADA, Appeals & Training Bureau
- 11:45 – 12:45** **Lunch**
- 12:45 – 1:15** **Trial Court Identification Badges**
Report to the Woburn Superior Court House
- 1:15 – 1:45** **Courtroom Security**
Wayne McDaniel, Chief Court Officer, Trial Court of the Commonwealth
- 1:45 – 2:00** **Break**
- 2:00 – 2:15** **Middlesex Partnerships for Youth, Inc. (MPY)**
Margie Daniels, Middlesex Partnerships for Youth, Executive Director
- 2:15 – 5:00** **Motion Practice Exercises**
Woburn Superior Court House - Rooms 510 and 540
Alice Casey, Chief of District Courts
Denise Duran, Deputy Chief of District Courts
Laura Miller, Regional District Court Supervisor, Framingham Region
Jessica Pacheco, Regional District Court Supervisor, Cambridge Region



New Prosecutors Orientation and Training Program 2016

Day #8

Friday, October 7, 2016

- 8:30 – 8:45** **Affinity Group Overview**
Aliya Khalidi, Director of Training and Professional Development
- 8:45 – 9:15** **Community Based Justice Program**
Aliya Khalidi, Director of Training & Professional Development
- 9:15 – 10:45** **How to Prepare and Conduct a CBJ Meeting**
John Dawley, Supervisor, Marlborough District Court
Tommy Noda, Supervisor, Lowell District Court
Robyn Pontremoli, Community Programs Coordinator
- 10:45 – 11:00** **Break**
- 11:00 – 11:15** **Juvenile Diversion**
Allison Timm, Juvenile Diversion Case Manager
- 11:15 – 11:30** **Confidentiality Issues**
Aliya Khalidi, Director of Training & Professional Development
- 12:00 – 1:00** **Woburn Police Department - lunch provided by Woburn PD**
- 1:00 – 3:30** **Woburn Police Department Presentations**
Chief Robert Ferullo and Command Staff
Jeff Carreau, Police Prosecutor
- 3:30 – 4:15** **Woburn PD Tour**



New Prosecutors Orientation and Training Program 2016

Day #9

Friday, October 14, 2016

9:00 – 11:30

Detection of Impaired Drivers

Lt. Stephen Mullaney, Massachusetts State Police

11:30 – 11:45

Westlaw KM Demonstration

Tim Ferriter, ADA, Appeals & Training Bureau



New Prosecutors Orientation and Training Program 2016

Day #10

Thursday October 20, 2016

1:00 – 5:00

Prosecution of Impaired Drivers

Laura Miller, ADA, Framingham Regional Supervisor

Nils Lundblad, ADA, Concord District Court Supervisor



New Prosecutors Orientation and Training Program 2016

Day #11

Friday, October 21, 2016

9:00 – 11:45

Street Level Drugs

*Detective Kevin Branley, Cambridge Police Department, Special Investigations Unit
Sergeant Louis Cherubino, Cambridge Police Department*

12:00 – 1:00

Lunch (on your own)

1:00 – 3:30

Prosecuting Drug Cases

Raquel Frisardi, Cambridge District Court Supervisor

3:45 – 5:00

Asset Forfeiture

Paris Daskalakis, ADA, Asset Forfeiture Program



New Prosecutors Orientation and Training Program 2016

Day #12

Wednesday, October 26, 2016

- | | |
|----------------------|--|
| 8:30 – 9:15 | Motions in Limine
<i>Clarence Brown, ADA, Lowell Superior Court Trial Team</i> |
| 9:15-10:15 | Openings & Closings
<i>Howard Whitehead, Special Counsel to the District Attorney</i> |
| 10:15 - 10:30 | Break |
| 10:30 – 11:30 | Jury Selection
<i>Nicole Allain, Chief of the Cambridge Superior Court Trial Team</i> |
| 11:30 – 12:30 | Lunch |
| 12:30 – 1:30 | Identifying & Using Corroboration Evidence to Prove Your Case
<i>Alice Casey, Chief of District Courts</i> |
| 1:30 – 1:45 | Break |
| 1:45 – 2:15 | Objections |
| 2:45 – 3:45 | Direct and Cross Examinations
<i>Beth Dunigan, Chief of the Malden Superior Court Trial Team</i> |
| 4:00 – 6:00 | District Court Training |

Handout for 10/28/16 session: OUI Fact Patterns



New Prosecutors Orientation and Training Program 2016

Day #13

Friday, October 28, 2016

1:00 – 1:30	MILs
1:30 – 2:15	Openings
2:15 – 2:30	Break
2:30 – 3:15	Direct Examinations
3:15 – 3:45	Cross Examinations
3:45 – 4:00	Break
4:00 – 5:00	Closings



New Prosecutors Orientation and Training Program 2016

Day #14

Friday, November 4, 2016

NOTE: All

- 8:30 – 8:45** **Victim Witness Services Bureau**
Anne Foley, Chief of the Victim Witness Services Bureau
- 8:45 – 9:45** **The Victim’s Perspective**
Carla, Domestic Abuse Survivor
- 9:45 – 10:00** **Break**
- 10:00 – 1:00** **Prosecuting Domestic Violence Cases**
Suzanne Kontz, ADA, Lowell Superior Court Trial Team
- 1:00 – 2:00** **Lunch** (on your own)
- 2:00 – 2:45** **Risk Assessment & High Risk Teams**
Shawn MacMaster, Director of Community Partnerships
Robyn Pontremoli, Community Programs Coordinator
- 2:45 – 3:15** **Victims’ Rights & the Victim Witness Advocate’s Role**
Beth Lane, Victim Witness Advocate, Family Protection Unit
- 3:15 – 3:30** **Break**
- 3:30 – 5:00** **ADA-VWA Partnership - Best Practices When Working With Victims**
Ellen Davis, Victim Witness Advocate, Lowell District Court
Megan McGovern, ADA, Lowell District Court



New Prosecutors Orientation and Training Program 2016

Day #15

- 1:00 – 1:30** **Trial Court Identification Badges**
- 1:30 – 2:00** **Courtroom Security**
Wayne McDaniel, Chief Court Officer, Trial Court of the Commonwealth
- 1:30 – 1:45** **MDAO Security Procedures**
Scott Sarsfield, Director of Operations & Security



**New Prosecutors Orientation and Training Program
2016**

Friday, February 3, 2017

- 9:00 - 10:30** **BHOC Tour**
- 10:30 – 11:30** **Head back to Woburn**
- 11:30 – 12:30** **Constitutional Law & Criminal Procedure Review in the
Juvenile Context**
ADA Asher Kim, Appeals & Training Bureau
- 12:30 – 1:30** **Lunch**
- 1:30 – 2:30** **Introduction to Juvenile Court**
ADA Caitlin Gemmill, Malden District Court Supervisor
- 2:30 – 2:45** **Break**
- 2:45 – 3:45** **Diversion**
Megan Storing, Diversion Program Director
Allison Timm Mondello, Juvenile Diversion Case Manager
- 3:45 – 4:00** **Break**
- 4:00 – 5:00** **Case Organization**
ADA Whitney Williams, Marlborough District Court Supervisor