

Basic Lawyering Skills Training

November 28-30, 2007

University Plaza Hotel and Conference Center

Columbus, Ohio 43202

TO: Ohio, Michigan, and West Virginia Project Directors, Managing Attorneys,
and Training Responsible Persons

DATE: October 24, 2007

DESCRIPTION

The Committee on Regional Training (CORT) is sponsoring a Basic Lawyering Skills Training (BLST) for new legal services attorneys. The training will be held November 28-30, 2007 at the University Plaza Hotel and Conference Center, 3110 Olentangy River Road in Columbus.

BLST is the first in CORT's coordinated scheduled of skills training for legal services attorneys. This conference is aimed at those with less than 18 months experience, its focus is the practical day-to-day skills of lawyering in the context of legal services work.

A case problem will be used to teach basic elements of interviewing, case planning, motion practice, discovery, negotiations, trial preparation, and basic trial skills.

We have applied for Ohio CLE credits for this training. CORT is a recognized training sponsor in West Virginia.

TRAINERS

Melissa Blevins, Southeastern Ohio Legal Services

Linda Cook, Ohio State Legal Services Association

Hoyt Glazer, Legal Aid of West Virginia

John McFarland, Legal Aid of West Virginia

Eugene King, Ohio State Legal Services Association

Amanda Lennon, Ohio State Legal Services Association

REGISTRATION FEES

As a CORT-sponsored event, there is no registration fee for programs participating in CORT.

For registrants from Ohio, Michigan and West Virginia legal services programs not participating in CORT, the registration fee is \$650. For other participants, the registration fee is \$375.

ROOM AND BOARD

CORT will bill programs for the cost of rooms and meals after the training. The daily cost of sleeping rooms is \$92. If participants share rooms, CORT will divide the cost of the room by the number of occupants and bill programs accordingly. The approximate daily cost of meals is \$35. The following meals will be provided: breakfast and lunch. Dinner is the responsibility of the participant. Snacks will be provided at no cost to trainees.

QUESTIONS?

Any questions on the substance of the training should be directed to Eugene King at 614/221-7201, ext.125. Questions concerning logistics, reservations, costs or like issues should be addressed to Patricia Brown at 614/221-7201, ext. 107.

REGISTRATION DEADLINE

Please return your registration no later than **November 15, 2007**, to:
Basic Lawyering Skills Training
Ohio State Legal Services Association
555 Buttles Avenue
Columbus, OH 43215-1137

You will receive a confirmation letter prior to the training. If you do not receive this letter before **November 17, 2007**, please contact Patricia Brown at OSLSA.

CANCELLATION DEADLINE

The deadline for cancellation is November 19, 2007. Registrants canceling after this date will be billed for any unavoidable costs incurred as a result of the late cancellation.

APPLICATION FOR BASIC LAWYERING SKILLS TRAINING

November 28–30, 2007
University Plaza Hotel and Conference Center
3110 Olentangy River Road
Columbus, Ohio 43202

NAME: ATTORNEY REG. # _____

PROGRAM NAME:

BRANCH (if any):

MAILING ADDRESS:

CITY/STATE/ZIP:

E-MAIL Address _____ WORK PHONE

FAX # _____ HOME PHONE

1. When were you first admitted to practice?

2. How long have you been practicing with legal services?

3. Will you be able to be present throughout the entire training (Wednesday at 1:00 p.m., to Friday at 3:30 p.m.)?
 Yes
 No—If not, please explain:

4. The conference will occur at the University Plaza Hotel and Conference Center, Columbus, Ohio. Would you like:
 CORT to make reservations for you to stay at the hotel? (*continue to question 5*)
or to find lodging on your own? (*continue to question 8*)

5. Would you like (smoking or non-smoking):
 a single room? (full room price billed to your program; please be sure your program will pay for a single room) (*continue to question 7*)
or a double room? (half room price billed to your program) (*continue to question 6*)

6. If you are requesting a double room, do you have a preferred roommate?
 Yes: (name).....
 No: If you have no roommate in mind, CORT will attempt to match you with another trainee. Are you: female male smoker non-smoker

7. Will you be arriving the night before the training (the training starts November 28 – November 30, 2007)?
 Yes (room reservation will be made if applicable)
 No

8. If you require any special accommodations of any kind, please indicate those requirements:

BASIC LAWYERING SKILLS TRAINING (BLST) TENTATIVE AGENDA

DAY ONE WEDNESDAY, NOVEMBER 28, 2007

- 12:30 p.m. – 1:15 p.m. **SESSION I** – Overview of Conference/Advocacy Roles (Large Group) Issues facing legal services programs, staff, and clients Poverty Law Issue Identification, Race, Gender, Ethnicity, Economic Discrimination – *Eugene King*
- 1:15 p.m. – 2:30 p.m. **SESSION II** – The Role of Legal Services Advocates Today (Small Groups)
- 2:30 p.m. – 2:45 p.m. **BREAK**
- 2:45 p.m. – 3:45 p.m. **SESSION III & IV** – Effective Interviewing and Counseling (Large Group) –
- 3:45 p.m. – 4:30 p.m. **SESSION V** – Advocacy Strategies: Where Are We and Where Do We Go From Here? (Small Groups)
- 4:30 p.m. – 5:30 p.m. **SESSION VI** – Working with Opposing Counsel and Surviving as a new lawyer (Small Groups)

DINNER ON YOUR OWN

DAY TWO THURSDAY, NOVEMBER 29, 2007

- 7:30 a.m. – 8:30 p.m. Breakfast/Trainer Meeting
- 9:00 a.m. – 10:00 a.m. **SESSION VII** – Motion Practice, Part I (Large Group) – *Bob Coles*
- 10:00 a.m. – 10:15 a.m. **BREAK**
- 10:15 a.m. – 11:30 a.m. **SESSION VII** – Motion Practice, Part II (Small Group)
- 11:30 a.m. – 12:30 p.m. **SESSION VIII**– Discovery/Depositions, Part I (Large Group) –
- 12:30 p.m. – 1:30 p.m. **LUNCH**
- 1:30 p.m. – 3:00 p.m. **SESSION VIII** – Discovery/Deposition, Part II, (Small Groups)

3:00 p.m. – 3:15 p.m. **BREAK**

3:15 p.m. – 4:15 p.m. **SESSION IX** – Negotiations, Part I (Large Group) –

4:15 p.m. – 5:00 p.m. **Legal Services History**

Negotiations, Part II, Preparation - Homework

DINNER ON YOUR OWN

DAY THREE FRIDAY, NOVEMBER 30, 2007

8:00 a.m. – 9:00 a.m. Breakfast/Trainer Meeting

9:30 a.m. – 10:30 a.m. **SESSION IX** – Negotiations, Part III , Paired Simulation

10:30 p.m. – 11:00 p.m. **SESSION IX** – Negotiations, Part IV, (Large Group)

11:00 p.m. – 11:15 p.m. **BREAK**

11:15 a.m. – 12:15 a.m. **SESSION X** – Trial Preparation/Planning Lecture
(Large Group) –

12:15 p.m. – 1:30 p.m. **LUNCH**

1:30 a.m. – 2:30 a.m. **SESSION XI** – Trial Exercise Instructions & Preparation
(Small Groups)

2:30 p.m. – 3:30 p.m. **SESSION XI** – Trial Exercises, continued and Putting It All
Together-Taking it Home (Small Groups)

3:30 p.m. – 4:00 p.m. **SESSION XII** – Evaluations/Closing Plenary