

ORIENTATION

The Basics:

Arrive to work between 8 and 830. If you will be later than 830 you need to call and let the admin know.

Be on time for court, depositions and appointments. Timeliness is a reflection of professionalism.

Be cordial. Treat the public including defendants and other attorneys with respect and consideration.

Be honest, fair and courteous.

Please mark the board when you leave the office so the admin know where you are.

If you are going to be out of the office you need to email me the date/time so I can approve it via email.

If I possibly can I approve all requests, I just like to have a written record in the event there is ever a question. Then put the time out in the Outlook group calendar so the office knows you are out.

If you are going to be out sick that day, email the office and call the admin.

I am not militant about personal or sick time. If you are sick, stay home, if you need to be out for personal reasons, be out. We just need as much notice as possible so we are prepared.

You will be assigned very basic cases in the beginning. Feel free to speak with any of the other attorneys about cases, charging decisions or offers.

I have an open door policy for all matters concerning the office. If you have a complaint, concern or suggestion, please let me know.

You should plan on attending all arraignment days, calendar calls, VOP days and Jury Draws until further notice.

Lunch is between noon and 1. Typically I do not expect work to be done during that hour. However, if court is running late or there is a meeting you should attend, plan ahead.

I expect the highest level of professionalism in every facet. Avoid behavior that is demeaning to our practice. Social media awareness, any involvement with the police between you or your immediate family, inform me of anything that may come to my attention whether you think it will or not. Everyone makes mistakes and I can forgive a simple mistake, not being forthright with me is a much bigger issue for me.

Open discovery practice, we do not hide the ball. Any questions check with another attorney.

Keep me posted about how much work you have and whether you feel comfortable adding to your workload or if you want to explore adding new responsibilities

To Work On:

Review prosecutorial ethics Rules 3.3-3.6 & 3.8

Review victim rights statutes

Review the cases sent to you and potential charges

Search and seizure

Interrogation and Miranda issues