

**PACKET
FOR
ASST. DISTRICT ATTORNEYS
Child Support Division**

- 1. INFORMATION SHEET**
- 2. REGISTRATION FORM**
- 3. DIRECTIONS TO MARRIOTT**
- 4. AGENDA**
- 5. TRAVEL REIMBURSEMENT
GUIDELINES**
- 6. HANDOUTS INSTRUCTIONS**
- 7. LEXIS NEXIS TRAINING**

ANNUAL FALL CONFERENCE
October 20-23, 2009
REGISTRATION - ROOM RESERVATIONS - PARKING
Child Support
Assistant District Attorneys
(ONLY)

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Keep this sheet of Conference information for future reference.

Registration Form and Fees: A completed Registration Form must be received (not postmarked) at the TNDAGC, 226 Capitol Blvd., Suite 800, Nashville, TN 37243-0890, Attn: Alice Ann Ferguson, by close of business on September 8, 2009. The Registration Fee for Asst District Attorneys in the Child Support Division is \$200 or \$250 after September 8. The registration fee for employees of District Attorney's offices will not be considered a reimbursable expense through the state.

Please write "Child Support" on each Registration Form for an Assistant District Attorney in the Child Support Division and DO NOT send in a registration fee. The fee will be covered under the Child Support Contract with DHS.

On-site registration will be held 3:00 p.m. - 5:00 p.m., Eastern Time, on Tuesday, October 20, 2009, at the Chattanooga Marriott, Two Carter Plaza, on the Mezzanine Level and 7:15 a.m. - 5:00 p.m. on Wednesday, October 21, 2009, at the Chattanooga Convention Center. *If you choose to register on Tuesday and are staying at the Sheraton Read House or another hotel, please consider checking into your hotel and walking to the Marriott for registration to prevent traffic or parking problems at the Marriott.*

Cancellation Policy: Registration fees are non-refundable.

Criminal Justice Handbooks are not provided as part of the Annual Fall Conference. Handbooks have been ordered and will be provided to each DAG's office when available. Others attending the Annual Fall Conference interested in obtaining a Criminal Justice Handbook should contact Joann Watlington at the Administrative Office of the Courts at 615-741-2687.

Travel Claim Reimbursement Policy: **The maximum reimbursement per night at the Marriott, Sheraton Read House or any other hotel will be \$43.50, plus tax, per night.** If you are a State paid employee of the TNDAGC and you choose to have a private room (no roommate), you will be responsible for paying the room rate of \$87.00, plus tax, per night, but you will be reimbursed one-half of the \$87.00 room rate which will be \$43.50, plus tax, per night, and you will be responsible for the remaining \$43.50, plus tax, per night. If two State paid TNDAGC employees share a room at the Marriott or Sheraton Read House, each will be responsible for paying \$43.50, plus tax, per night. If you are a County employee and room with a State paid TNDAGC employee, you will be responsible for paying \$43.50, plus tax, per night. Upon return from the Annual Fall Conference, you will file a travel claim as you would with any other travel.

Accommodations: Due to the size of our Annual Fall Conference, we have contracted with two hotels.

Chattanooga Marriott: This hotel is located at Two Carter Plaza, and connected to the Chattanooga Convention Center where the General Session classes will be held each day.

Reservations: **The official published conference room rate is \$87.00, plus tax, per night, based on double-occupancy.** There are only so many King rooms and so many Double rooms so please do not request a double room if you will not be sharing a room with another attendee. All rooms are non-smoking. For reservations, call 1-800-841-1674 and ask for Group Code DACDACA or go online at www.marriott.com/chadt. This block of rooms is for the dates of October 20-23. Be prepared to furnish a credit card number to guarantee your reservation and to cover your room, tax, parking and incidentals. The cut-off date to make a reservation at this room rate is **September 28, 2009**.

Cancellations: Reservation must be cancelled at least (72) hours prior to arrival date to avoid a charge of the first night's room and tax. Your credit card will guarantee your reservation till 11:59 p.m. Eastern Time on your arrival date, but if you realize that you will be arriving late due to Court or illness, etc., you must call the hotel or you may jeopardize your entire reservation. Arrival dates can be changed within the (72) hour time frame without penalty. The TNDAGC will not be responsible for No-Shows.

Check-in is 3:00 p.m. "Extended" checkout time is 12:30 p.m.

Parking: Self parking is \$8.00 and Valet is \$10.00 per day for hotel guests. Self-parking for non-hotel guests will be charged as follows: 0-2 hours = \$2.00; 2-4 hours = \$4.00; 4 hours+ = \$6.00; plus tax.

Sheraton Read House: This hotel is located at 827 Broad Street, Chattanooga near the Marriott/Convention Center.

Reservations: The official published conference room rate is **\$87.00, plus tax, per night, based on double-occupancy.** There are only so many King rooms and so many Double rooms so please do not request a double room if you will not be sharing a room with another attendee. All rooms are non-smoking. Call 1-866-837-4193 and ask for the District Attorneys Conference block. or go online at <http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0906180201&key=3D430>. This block of rooms is for the dates of October 20-23. Be prepared to furnish a credit card number to guarantee your reservation and to cover your room, tax, parking and incidentals. The cut-off date to make a reservation at this room rate is **September 28, 2009.**

Parking: Valet Parking for over-night guest is \$15.00, plus tax; day-time parking for non-hotel guests is \$12.00, plus tax. Self-parking is not offered.

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Agenda:

Oct. 20: Education Committee Meeting 10:30; DA Business Meeting 1:30; Registration 3:00 – 5:00

Oct. 21: Registration 7:15; Classes 8:00 – 5:00; Social Networking 8:00 p.m. – 1:00 a.m.

Oct. 22: Registration 7:30; Classes 8:30 – 5:00

Oct. 23: Registration 8:00; Classes 8:00 – 12:00

CLE: A minimum of 12.00 general hours Wednesday - Thursday and 3.00 ethics hours on Friday.

<p>If you are unable to obtain a room at the Marriott or Sheraton Read House by the cut-off date of September 28, you may contact Alice Ann Ferguson at the TNDAGC office at 615-532-1845 for assistance.</p>
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ANNUAL FALL CONFERENCE
October 20-23, 2009
REGISTRATION - ROOM RESERVATIONS - PARKING

**Child Support
Magistrates
(ONLY)**

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Keep this sheet of Conference information for future reference.

Registration Form and Fees: A completed Registration Form must be received (not postmarked) at the TNDAGC, 226 Capitol Blvd., Suite 800, Nashville, TN 37243-0890, Attn: Alice Ann Ferguson, by close of business on September 8, 2009. The Registration Fee for Child Support Magistrates is \$300 or \$350 after September 8.

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Check-in is 3:00 p.m. "Extended" checkout time is 12:30 p.m.

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Sheraton Read House: This hotel is located at 827 Broad Street, Chattanooga near the Marriott/Convention Center.

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If you are unable to obtain a room at the Marriott or Sheraton Read House by the cut-off date of September 28, you may contact Alice Ann Ferguson at the TNDAGC office at 615-532-1845 for assistance.

(Office Use Only)

Registration # _____

**ANNUAL FALL CONFERENCE
Marriott/Chattanooga Convention Center
October 20-23, 2009**

REGISTRATION FORM

ATTENDEE _____

BD. PROF. RESP. # _____
(for CLE)

TITLE _____

DISTRICT _____

OFFICE ADDRESS _____

CITY _____ ZIP _____ OFFICE PHONE # _____

Registration Fee:

	<u>Received by Sept. 8</u>	<u>Received after Sept. 8</u>
<input type="checkbox"/> District Attorneys Office: Dist Atty or Asst Dist Atty, or Licensed Atty on Staff	\$200	\$250
Victim Witness/Asst. Victim Witness will register by separate Form Criminal Investigators will <u>not</u> attend the Annual Fall Conference		
<input type="checkbox"/> Retired Asst. District Attorney	\$200	\$250
<input type="checkbox"/> TN Bureau of Investigation*	\$300	\$350
<input type="checkbox"/> Department of Safety*	\$300	\$350
<input type="checkbox"/> State Atty General's Office*	\$300	\$350
<input type="checkbox"/> Department of Correction*	\$300	\$350
<input type="checkbox"/> Inspector General's Office*	\$300	\$350
<input type="checkbox"/> Law Enforcement Academy*	\$300	\$350
<input type="checkbox"/> Comptroller's Office*	\$300	\$350
<input type="checkbox"/> Child Support Magistrate	\$300	\$350
<input type="checkbox"/> Other _____	\$400	\$450

Amount enclosed: \$ _____ Check Number _____

(*Please have your Agency to initiate the journal voucher for registration fees)

Directions to Marriott & Convention Center

**Two Carter Plaza
Chattanooga, TN 37402**

From Airport to Marriott:

Take Hwy.153 South to I-75 South. Take I-75 South to I-24 West. Take I-24 West to Hwy 27 North, (Downtown Chattanooga). Exit on M.L. King Blvd., which is Exit I-A. Turn to the right at the stoplight. Hotel is two blocks on the left.

From Atlanta to Marriott:

Take I-75 North to I-24 West. Take I-24 to Hwy. 27 North, (Downtown Chattanooga). Exit on M.L. King Blvd., which is Exit I-A. Turn to the right at the stoplight. Hotel is two blocks on the left.

From Nashville to Marriott:

From I-24 East, Exit Hwy 27 North, (Downtown Chattanooga). Exit on M.L. King Blvd., which is Exit 1-A bear to the right on the off ramp. Turn right at the stoplight. Hotel is two blocks down on the left.

From Knoxville to Marriott:

Take I-75 South to I-24 West. Take I-24 West to Hwy. 27 North, (Downtown Chattanooga). Exit on M.L. King Blvd., which is Exit 1-A bear to the right on the off ramp. Turn right at the stoplight. Hotel is two blocks down on the left.

From Alabama to Marriott:

From I-59 to I-24 East, Exit Hwy. 27 North, (Downtown Chattanooga). Exit on M.L. King Blvd., which is Exit 1-A bear to the right on the off ramp. Turn right at the stoplight. Hotel is two blocks down on the left

WEDNESDAY, OCTOBER 21, 2009 *continued*

- 1:00 p.m. – 2:00 p.m. Making the Best Case Possible: A Digital/Cyber Perspective (1.0 Gen.)
- Barry Matson, Dep. Director, Alabama District Attorneys Assoc.
Chief Prosecutor, Alabama Computer Forensic Laboratories
- 2:00 p.m. – 2:10 p.m. Break
- 2:10 p.m. – 3:10 p.m. Making the Best Case Possible: A Digital/Cyber Perspective (1.0 Gen.) *continued* (1.0 Gen.)
- 3:10 p.m. – 3:20 p.m. Break
- 3:20 p.m. - 4:30 p.m. TN Methamphetamine Informant Services Update
- MSG. Jim Derry
- 4:30 p.m. – 4:35 p.m. Break
- 4:35 p.m. – 5:05 p.m. Forced Blood Withdrawal Update
- Tom Kimball, TSRP, TNDAGC
- Jim Camp, TSRP, TNDAGC
- 8:00 p.m. – 1:00 a.m. SOCIAL NETWORKING
Ballrooms A,B,C, Marriott Hotel

THURSDAY, OCTOBER 22, 2009

- 7:30 a.m. – 5:00 p.m. Registration (*Convention Center Lobby*)
- 8:30 a.m. – 2:00 p.m. Vehicular Homicide *sponsored by GHSO*
Plaza B&C, Marriott Hotel
- 8:30 a.m. – 5:00 p.m. Child Support Seminar
Plaza A, Marriott Hotel
- 8:30 a.m. – 4:20 p.m. Lexis Nexis Training
- Maria Stewart, Esq., Lexis Nexis Government Consultant
Meeting Room #3, Chattanooga Convention Center
- 8:30 a.m. – 9:30 a.m. Building a Pro-Active Cross Examination (1.0 Gen.)
- Richard Incremona, Executive Assistant Prosecutor,
Monmouth County, New Jersey
- 9:30 a.m. – 9:40 a.m. Break
- 9:40 a.m. - 10:40 a.m. Building a Pro-Active Cross Examination *continued* (1.0 Gen.)
- 10:40 a.m. – 10:50 a.m. Break

THURSDAY, OCTOBER 22, 2009 continued

- 10:50 a.m. – 12:20 p.m. Criminal Law Update (1.5 Gen.)
- Amy L. Tarkington, Deputy Attorney General
- 12:30 p.m. – 1:30 p.m. Lunch (*on your own*)
Child Support DA's Luncheon
TN River Room, Marriott Hotel
- 1:30 p.m. – 2:00 p.m. Extraditions (.50 Gen.)
- Mark Fulks, Senior Counsel, Attorney General's Office
- 2:00 p.m. – 2:10 p.m. Break
- 2:10 p.m. – 3:10 p.m. U.S. Supreme Court Update (1.0 Gen.)
- Richard Wintory, Dep. County Attorney
Pima County, Tucson, AZ
- 3:10 p.m. – 3:20 p.m. Break
- 3:20 p.m. – 4:20 pm. U.S. Supreme Court Update *continued* (1.0 Gen.)
- 4:20 p.m. – 4:30 p.m. Break
- 4:30 p.m. – 5:00 pm. U.S. Supreme Court Update *continued* (.5 Gen.)

FRIDAY, OCTOBER 23, 2009

- 8:00 a.m. – 12:00 p.m. Registration
- 8:00 a.m. – 9:00 a.m. What Would the Lone Ranger Do? Preventing Ethical Problems
While the Good Guys Still Win (1.0 Dual)
- Robert McGuire, ADA, 20th Judicial District
- 9:00 a.m. – 9:10 a.m. Break
- 9:10 a.m. – 10:10 a.m. What Would the Lone Ranger Do? Preventing Ethical Problems
While the Good Guys Still Win *continued* (1.0 Dual)
- 10:10 a.m. – 10:20 a.m. Break
- 10:20 a.m. – 10:50 a.m. Awards Ceremony
- Gen. J. Michael Taylor, TNDAGC President
- 10:50 a.m. – 11:00 a.m. Break
- 11:00 a.m. – 12:00 p.m. Board of Responsibility Update (1.0 Dual)
- Nancy S. Jones, Chief Disciplinary Counsel

ADJOURNMENT

TRAVEL REIMBURSEMENT GUIDELINES

SCENARIO A: If your departure and return occurs on the same day, you are allowed to claim mileage and parking expenses (if charged) only.
(Please see items #1 and #4 below for details.)

SCENARIO B: If you stay over one or more evenings attending a seminar, you are allowed to claim lodging, meals, parking – only if charged, and mileage. (Please see items #1, #2, #3, #4 below for details.)

1. Standard mileage rate \$.51 per mile
(you may claim mileage only if driving personally-owned car;
if carpooling, only the driver may claim mileage)

2. Lodging
Please note that the following rates are the contracted rates for this conference. If you are charged a rate other than the ones listed, please contact Alice Ferguson before you leave the hotel.
\$87.00 + tax (Marriott)
\$87.00+ tax (Sheraton Read House)

Travel Claim Reimbursement Policy: THE MAXIMUM REIMBURSEMENT PER NIGHT AT THE MARRIOTT, SHERATON READ HOUSE OR ANY OTHER HOTEL WILL BE \$43.50, PLUS TAX, PER NIGHT FOR ANY STATE PAID TNDAGC EMPLOYEE. If you are a state paid employee of the TNDAGC and you choose to have a private room (no roommate), you will be responsible for paying the room rate of \$87.00, plus tax, per night, but you will be reimbursed one-half of the \$87.00 room rate which will be \$43.50, plus tax, per night, and you will be responsible for the remaining \$43.50, plus tax, per night. If two State paid TNDAGC employees share a room at the Marriott or Sheraton Read House, each will be responsible for paying \$43.50, plus tax, per night. If you are a County employee and room with a State paid TNDAGC employee, you will be responsible for paying \$43.50, plus tax, per night. Upon return from the Annual Fall Conference, you will file a travel claim as you would with any other travel. Please put on your travel claim, the name of the employee you roomed with or if you did not have a roommate, please put that you did not share a room.

3. Maximum meals & incidentals \$56.00
Hamilton County (Chattanooga)

Day of departure and return, you shall claim 75% of maximum allowance
(75% of \$56) \$42.00 per day

NOTE: The CONUS rate is 75% of maximum meals & incidentals for day of departure and/or day of return. If you travel to and from a seminar in the same day, you are not eligible for reimbursement of meal expenses.

***** It is not necessary to keep meal receipts *****

4. The Marriott is offering self-parking at the special rate of \$8.00 per day. Please note, the TNDAGC will not reimburse for valet parking at the Marriott, even if you have a receipt.

The Sheraton Read House only offers valet parking to their over-night guests at a rate of \$15.00, plus tax. Self-parking is not available at this hotel; therefore, the TNDAGC will reimburse those who are staying at the Sheraton for the valet rate.

Claim forms must be completed in their entirety and signed by the District Attorney General. All signatures must be original, no faxed copies are allowed. Please mail the claim forms within 30 days to the following address:

TNDAGC
226 Capitol Blvd. Suite 800
Nashville, TN 37243-0890

IMPORTANT NOTICE!!!

In order to cut expenses, the TNDAGC will not provide handouts at the Annual Fall Conference. We have established a website to download the conference handouts and other important information regarding the various conferences this October in Chattanooga (Annual Fall Conference, October Child Support, and Vehicular Homicide).

Handouts will be available for download beginning October 1, 2009. You can download it to a flash drive, CD, or print it out. Whatever is convenient for you. Please be aware that the probability of all handouts being submitted by this date is slim, so it will be necessary for you to check this website prior to your departure for Chattanooga to assure that you have all of the handouts you need.

NOTE: Attorneys will receive their CLE forms when they sign in at the registration desk. You will not be able to download this form off the website.

The website is www.tndagc.org/oc

Website will remain open until November 30, 2009.

LEXIS NEXIS TRAINING
THURSDAY, OCTOBER 22, 2009

The class will convene in Meeting Room #3 of the Convention Center. It will be taught by Maria Stewart, Esq., Lexis Nexis Government Consultant. You must obtain a CLE form from Ms. Stewart to complete and return to her for CLE credit.

CLASS #1

- 8:30 a.m. – 9:30 a.m. Lexis.com**
(Legal research refresher course plus introduction to Shepard's BriefCheck for the Web.)
- 9:40 a.m. – 10:50 a.m. Lexis.com continued**

CLASS #2

- 10:50 a.m. – 11:50 a.m. SmartLinx**
(Using Lexis.com to locate people (parties, witnesses, victims, experts, etc.) and their real or personal property.)

CLASS #3

- 2:10 p.m. – 3:10 p.m. Lexis.com**
(Legal research refresher course plus introduction to Shepard's BriefCheck for the Web.)
- 3:20 p.m. – 4:20 p.m. Lexis.com continued**