

**PACKET FOR  
DISTRICT ATTORNEY GENERAL  
ONLY**

- 1. INFORMATION SHEET**
- 2. ROOM RESERVATIONS FORM**
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**ANNUAL FALL CONFERENCE**  
**October 20-23, 2009**  
**REGISTRATION - ROOM RESERVATIONS - PARKING**  
**(for District Attorney General ONLY)**

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*Keep this sheet of Conference information for future reference.*

**Registration Form and Fees:** A completed Registration Form, **with payment**, 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. Checks should be made payable to the TN District Attorneys General Conference. The Registration Fee for District Attorneys, Asst District Attorneys, Retired Asst. District Attorneys or any other licensed attorney on staff is \$200 **or** \$250 after September 8. The Registration Fee for attorneys from TBI, Dept. of Safety, State Attorney General's Office, Dept. of Correction, Inspector General's Office, Law Enforcement Academy, or a Child Support Magistrate is \$300 **or** \$350 after September 8. The Registration Fee for any other attendee is \$400 **or** \$450 after September 8. Registration Forms will not be processed until payment by check or journal voucher is received. The registration fee for employees of District Attorney's offices will **not** be considered a reimbursable expense through the state.

**On-site registration** will be held 3:00 P.M. - 5:00 P.M. Eastern Time on Tuesday, October 20, 2009, on the Mezzanine level of the Marriott, and 7:15 A.M. – 5:00 P.M. on Wednesday, October 21, 2009, at the Convention Center.

**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 district 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.

**Room Accommodations:** Reservations will be made for you at the Chattanooga Marriott, Two Carter Plaza, Chattanooga, according to the information you provide on the attached Room Reservation Form. Please include an email address if possible. Fill out the form and fax to Alice Ann Ferguson at 615-253-6735 no later than **September 18, 2009**.

**The conference room rate at the Chattanooga Marriott for the “rooming list” block is \$105.00.** Your room, tax and parking will be direct billed to the Master Account. Upon arrival, you will be required to give the hotel a credit card number to cover incidentals. The TNDAGC **will not** be responsible for No-Shows. If you need to cancel your reservations or change your dates, contact Alice Ann Ferguson at 615-532-1845 to make the cancellation. Your room reservation is guaranteed until 11:59 P.M. Eastern Time on your arrival date. If you need to cancel your **entire** reservation, you **must** do so at least **(72)** hours prior to your arrival date or **you** will be responsible for the first night's room and tax. Should it be necessary to cancel your room after October 16, it will be **your** responsibility to call 1-423-756-0002 and ask for the Front Office Manager and ask to cancel a reservation on the District Attorneys General rooming list. If you need to just change the arrival or departure date of your reservation after October 16, you can do that **within (72)** hours prior to your original arrival date.

**Check-in** time is 3:00 p.m. and “extended” checkout time is 12:30 p.m.

**Parking:** The Marriott is offering self-parking at the special rate of \$8.00 per day and valet parking at the special rate of \$10.00 per day. Your parking will be direct-billed to the Master Account whether you choose self-parking or valet parking.

**CLE:** This seminar will offer 12.00 general hours Wednesday - Thursday and 3.00 ethics hours on Friday.

**Agenda:** **Oct. 20:** Education Committee Meeting 10:30; DA Business Meeting 1:30; Registration 3:00 – 5:00;  
**Oct. 21:** Registration 7:15; Classes 8:30 – 5:00; Social Networking 8:00 p.m. – 1:00 a.m.  
**Oct. 22:** Registration 7:30; Classes 8:30 – 5:30  
**Oct. 23:** Registration 8:00; Classes 8:00 – 12:00

**ROOM RESERVATIONS FORM**

**District Attorney General  
ONLY**

**Annual Fall Conference  
Marriott Hotel  
Chattanooga  
October 20 – 23, 2009**

**Please fill out this form and fax to Alice Ann Ferguson at 615-253-6735 no later than September 18, 2009.**

**NAME** \_\_\_\_\_ **DISTRICT** \_\_\_\_\_

**MAILING ADDRESS (for hotel reservations department)**

**STREET** \_\_\_\_\_

**CITY** \_\_\_\_\_ **TN** **ZIP** \_\_\_\_\_

**PHONE ( )** \_\_\_\_\_ **OFFICE FAX** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_ **Departure Date:** \_\_\_\_\_

**THE MARRIOTT HOTEL IS A SMOKE-FREE PROPERTY**

*(If you smoke in your room, you risk having your personal credit card charged \$250.00 for damages.)*

**If available, I prefer:**

**King bed**  **2 Double beds**

\_\_\_\_\_ **Number of persons in room (including yourself)**

**Special Needs:** \_\_\_\_\_

(Office Use Only)

Registration # \_\_\_\_\_

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

**REGISTRATION FORM**

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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 <b>not</b> 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)

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# **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, 20<sup>th</sup> 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](http://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**