

CJA PANEL AND TRAINING PANEL MEMBER ORIENTATION
Thursday, March 22, 2012
Charleston, West Virginia

AGENDA

- 8:45 a.m. Registration**
Grand Jury Room, Robert C. Byrd U.S. Courthouse, 2nd floor
300 Virginia St. E, Charleston
- 9:00 a.m. Welcome**
Mary Claire Davis, CJA Supervising Attorney
Teresa L. Deppner, Clerk of Court
- The United States Probation Office and its Role from Arrest to Supervision**
Ted Philyaw, Chief U.S. Probation Officer
Lee Cueva, Supervising U.S. Probation Officer
John Edgar, Supervising U.S. Probation Officer
Keith Zutaut, Supervising U.S. Probation Officer
- 10:30 a.m. Break**
- 10:45 a.m. Tips from the Federal Public Defender's Office**
Mary Lou Newberger, Federal Public Defender
- 11:00 a.m. Panel: Transitioning from Civil Litigation to CJA Work**
David Bungard, Assistant Federal Public Defender and former CJA Panel member
John McGhee, Kay Casto & Chaney PLLC, current CJA Panel member
Hon. R. Clarke Vandervort, U.S. Magistrate Judge and former CJA Panel Representative
- 12 noon Lunch (provided on site)**
- 1:00 p.m. United States Marshal Service: Prisoner, Security, and Fact Witness Issues**
Supervisory Deputy Jeremy Honaker
- 2:00 p.m. Nuts and Bolts of Panel Work**
Mary Claire Davis
Rebecca Jarvis, CJA Technician
- 2:30 p.m. CJA Voucher training (Computer Training Room, Clerk's Office)**
- *Training Panel members need not remain*
- *Panel attorneys encouraged to invite staff members who will be completing CJA vouchers for payment*
- 3:30 p.m. End of session**

**This session has been approved for 6.3 hours of CLE credit,
including 1.8 hours of office management*