

~~ORGANIZATION~~ ~~ASPECTS~~

***How To Not Lose
Your Mind in
District Court***

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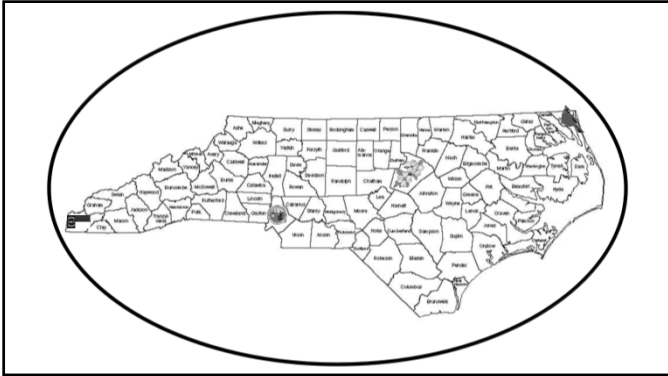
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Objectives

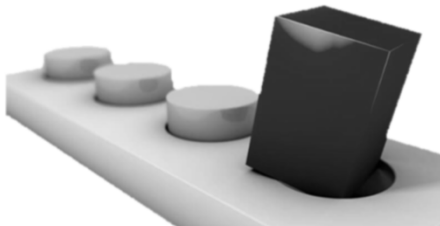
- Discuss why you need to establish authority in the courtroom, and how to do it.
- Go over how to prepare for District Court.
- Talk about how to organize your stuff and your time.
- Take charge of your reputation.

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One size doesn't fit all.

Modify based on your needs, your court, and your office.

Take what you need, trash the rest.



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Who's the Boss?

In Charge



Running Things

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Establish Authority

- District Court is full of laypersons. You are the professional.
- You set the tone. Be respectful and expect respect in return.
- Be commanding, not demanding.

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Establish Authority

- Appearance—Make conscious choices.



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Establish Authority

- Appearance—Make conscious choices.
- Speech—Talk like you mean it.
- Competence—Know your stuff.

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Establish Authority

- Competence—Know your stuff.
 1. You didn't luck your way into this job.
 2. There is a team around you.
 3. Prepare, prepare, prepare.

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Marking Your Calendar

- Who needs to be advised.
- Which cases are cross-warrants.
- Which cases have co-defendants.
- Which cases have attorneys/officers you know aren't available.
- Which witnesses are on standby and how to get ahold of them.
- Which defendants are in jail.
- Any other things you need to remember.

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18 2008 01310 CHEN, DONALD, DALE MESSER, HEATHER ATTY:OP'WALL, JACK, P
IN ARREST ON A FEMALE PLEA: Cross VER:
CLEAR: 01 01 2008 0131 0 JUDGE:00101 Warrant
#30
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18 2008 03300 MESSER, HEATHER, LINDA CHEN, DONALD, DALE ATTY:WATYED
MONEY: 0300 01
IN ARREST IMPLICIT BERTHOFF INJUNG PLEA: Cross VER:
CLEAR: 01 01 2008 0330 0 JUDGE:00101 Warrant
#10
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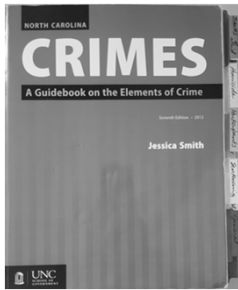
What Do You Need?

- Pens
- Calendar
- Laptop + charger
- Shucks
- Files
- Continuance dates
- Records
- Legal pad
- Post-It Notes



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What Do You Need?



Using Threatening Language on the Telephone
Statute
See G.S. 14-196(a)(2), reproduced above.
Elements
A person guilty of this offense
(1) in a telephonic communication
(2) uses words or language
(3) (a) threatening to inflict bodily harm to any person,
(b) threatening physical injury to another's property, or
(c) for the purpose of extorting something of value from another.
Punishment
Class 2 misdemeanor, G.S. 14-196(c).

Lost property. A person who finds lost property and takes it for personal use is guilty of larceny if, at the time of finding it, the person knows who the owner is or has a reasonable means of ascertaining the owner—that is, if there is a clue as to the owner's identity. *State v. Moore*, 46 N.C. App. 259, 262 (1980). Thus, when three women divided and kept for their own use money in a deposit bag labeled "Bank of North Carolina" after one of them had found the bag on a sidewalk, the finder was guilty of larceny, and the defendant, who took a share of the money for her own use knowing how it had been obtained, was guilty of receiving stolen property. *Id.* at 262-64.

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Competence by Organization



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Competence by Organization

How do I sort out these hundreds of shucks?!



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Competence by Organization

How do I sort out these hundreds of shucks?!



- Guilty
- Not Guilty
- Motions to Continue
- Attorneys
- Advisements
- Jail

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Competence by Organization

- Guilty
 - Advise
 - Motions to Continue
 - Jail
 - Attorney
- Waivers
Requesting CAA
- Opposed
Newest to oldest
- Attorney Washington
Attorney Adams
Attorney Jefferson

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Competence by Organization

- Guilty Waivers
- Advise Requesting CAA
- Motions to Continue
- Jail Opposed Newest to oldest
- Attorney Attorney Washington
- Attorney Attorney Adams
- Attorney Attorney Jefferson
- Not Guilty State is ready
- Not Guilty State needs continuance

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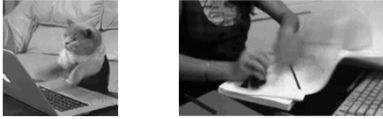
Competence as a Team

- Your District Court table should make sense to any other ADA in your office.
- Make notations somewhere!
 - For whatever ADA is in court next time.
 - For yourself because you won't remember.

Write it down, or it didn't happen!

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Competence with Time



The measure of a successful court day is not, "How fast did I get out?" It's, "How much did I get done?"

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Competence with Time

- It isn't a race, but it is an efficiency test.
- Downtime is a killer. Do whatever possible to minimize it.



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Know the Plan

District A
Calendar Call
Advisements/MTC/OFAs during Calendar Call
Attorney Guilty Pleas
Attorney MTC
Pro se Guilty Pleas
Trials

District B
Calendar Call
Advisements
Pro se Guilty Pleas
Pro se MTC
Attorney Cases
Trials
OFAs



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Competence with Time

- Stay three or four steps ahead of what's going on at the moment.
- What you're planning on doing next will fall through as often as not, so have other things in the hopper.
- Have a back-up to your back-up and an alternate to your alternate.



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Competence with Time

Which cases do I try first?

1. Is the defendant in jail?
2. Is the defendant dangerous?
3. Is my victim available and ready to go?
 - Did they take off work?
 - Have they already been to court several times?
 - Might I lose them if I don't do it now?
4. Is someone going to be unavailable at next setting?
5. Community interest? Publicity?
6. Age of case?

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Time Management with Other People

- Most of the time, defense attorneys do have other courts to be in.
- Work with them, but don't sacrifice your cases.
- First in, first out is fair play.



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Time Management with Other People

- From the officer perspective, their presence in court is pointless.
- Communicate, and work with them.
- Respect court dates as best you can.



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Reputation

Bold	Dependable	Logical	Tough	Brilliant
Compassionate	Respectable	Efficient	Patient	Sensible
Dynamic	Nice	Powerful	Funny	Shrewd
Ambitious	Sharp	Objective	Cautious	Honorable
Articulate	Fair	Fearless	Organized	Thoughtful
Helpful	Protective	Confident	Honest	Resourceful
Energetic	Creative	Passionate	Kind	Likeable
Steady	Just	Trustworthy	Hard-working	Determined
Respectful	Practical	Reasonable	Knowledgeable	Straightforward

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