



NEW YORK CITY LAW DEPARTMENT
OFFICE OF THE CORPORATION COUNSEL

THE ABCs FOR ACCs
2014 Orientation Schedule

Group One

Administrative Law (4)
Commercial Litigation (1)
Environmental Law (1)

Group Three

Special Federal Litigation (6)

Group Five

Family Court (6)

Group Two

General Litigation (2)
Labor and Employment Law (4)

Group Four

Appeals (3)
Economic Development (2)
Legal Counsel (1)

Group Six

Tort (19)

Monday, September 8, 2014

ALL GROUPS

Room 2-160ABC

9:30 am – 9:45 am	Welcome to the Law Department
9:45 am – 10:00 am	Oath of Office Zachary W. Carter, Corporation Counsel
10:00 am – 11:45 am	Attorney Personnel Issues Overview of the Law Department Divisions Stuart Smith, Director of Legal Recruitment
11:00 am – 11:30 am	Overview of Affinity Groups Michael Pastor, Senior Counsel, Appeals & Chair, Diversity Committee Toni Gantz, Senior Counsel, Legal Counsel & Chair, Women's Committee Jennifer Gilroy-Ruiz, Deputy Chief, Family Court & Chair, Attorney Quality of Life Committee Tiffany Parker, Division Chief Secretary, Administration & Chair, Staff Quality of Life Committee

- 11:45 am – 12:45 pm New ACCs are Introduced to Divisions, *All Groups Except 6*
Small Claims Court, (1 Transitional and Nontransitional Credit in Law Practice Management), Group 6, in room 4-301
 John Orcutt, Senior Counsel, Tort
- 12:45 pm – 1:45 pm Entry Class Orientation Lunch
- 1:00 pm – 1:45 pm Photos for Secure Pass IDs (for those litigating in NY State Courts)

All attorneys report to divisions after lunch.

Tuesday, September 9, 2014	ALL GROUPS	Room 2-160AB
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- 9:00 am – 10:00 am Welcome to Orientation
- 10:00 am – 11:15 am **Equal Employment Opportunity (1 Transitional & Nontransitional CLE Credit in Areas of Professional Practice)**
 Muriel Goode-Trufant, EEO Officer and Chief of Special Federal Litigation

 This class provides an overview of federal, state and local employment discrimination laws. It discusses New York City's EEO policies. There is a video presentation with mock scenarios that helps participants spot discrimination issues in the workplace.
- 11:15 am – 11:30 am Break
- 11:30 am – 1:00 pm Law Department Personnel Policies and New York City Employee Benefits, *Entry Class*
 Dawn Besthoff, Director of Human Resources
 Simone Hobbs, Chief of Personnel

 Panel Discussion on Life as a Volunteer Attorney at the Law Department, *Volunteer Attorneys*
- 1:00 pm – 2:00 pm Lunch

Volunteer Lawyers may report to divisions after lunch.
- 2:00 pm – 2:45 pm Office of Labor Relations Presentation on Deferred Compensation Plans (401k and 457)
 Jonathan Beckford
- 2:45 pm – 5:00 pm Attorney Personnel Issues
 Stuart Smith

Wednesday, September 10, 2014	ALL GROUPS	Room 2-160AB
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- 9:30 am – 10:15 am Entry Class Photograph at City Hall (meet in lobby of 100 Church Street at 9:30 am)

10:30 am – 12:30 pm	<p>Introduction to New York City Government (2 Transitional & Nontransitional CLE Credit in Areas of Professional Practice) Christine Billy, ACC, Legal Counsel Devon Goodrich, ACC, Environmental Law Lee Welling, ACC, Legal Counsel</p> <p>This course discusses the roles of the different City elected officials, how a bill becomes a law in New York City, an overview of the various elected State officials, City agencies and departments, and the sources of law in New York State and New York City.</p>
12:30 pm – 1:00 pm	Overview of Support Services Part I Jonathan Pinn, Chief, Operations
1:00 pm – 2:00 pm	Lunch
2:00 pm – 3:00 pm	Overview of Support Services Part II Cathy FitzGerald, Chief Law Librarian Joe Mercedes, Chief Technology Officer, Information Technology
3:00 pm – 5:00 pm	<i>The Amazing Case</i> (gather in room 2-160AB to meet your team and receive your first clue)
5:30 pm – 7:30 pm	Voluntary Social Gathering

Thursday, September 11, 2014	ALL GROUPS	Room 2-160AB
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9:30 am – 10:45 am	<p>Career Development 101 and Panel Discussion on Career Development June Witterschein, Director of Professional Development John Campbell, Deputy Director of Professional Development Louise Klaber, Organizational Development Consultant</p>
10:45 am – 11:00 am	Break
11:00 am – 1:00 pm	<p>ABCs of How to Be a Successful ACC (1 Transitional & Nontransitional CLE Credit in Ethics and Professionalism & 1 Transitional & Nontransitional CLE Credit in Skills) Susan Halatyn, Senior Counsel, Special Federal Litigation Eric Eichenholtz, Chief, Labor and Employment Law Seth Eichenholtz, Assistant United States Attorney, EDNY</p> <p>Using a video with mock scenes from a Federal court initial conference, as well as some scenes from our office, new lawyers are asked to identify mistakes made by a misguided ACC. This course teaches the “dos and don’ts” of going to court, meeting with litigants & clients in the office, and the settlement process. Professionalism topics for new attorneys are also discussed.</p>
1:00 pm – 3:30 pm	Lunch in Chinatown
3:30 pm – 5:30 pm	Division Specific Training on What New Attorneys Need to Know, <i>ALL GROUPS EXCEPT GROUP 6 (TORT ATTORNEYS REPORT TO BOROUGH OFFICES)</i> , meet in room 2-160AB

Monday, September 15, 2014

- 10:30 am – 12:00 pm FileSite, *Groups 1 & 3*, in room 4-138
Ariel Ciner, Computer Training Chief
- 2:00 pm – 3:30 pm FileSite, *Groups 2 & 4*, in room 4-138
Ariel Ciner, Computer Training Chief

Tuesday, September 16, 2014

- 10:30 am – 12:30 pm **Basics of Article 78 Part I (2 Transitional & Nontransitional CLE Credits in Areas of Professional Practice)**, *Groups 1 & 2*, in room 2-160B
Bob Katz, Senior Counsel, Labor and Employment Law
- In this four hour, two-part program, participants are introduced to the nature of Article 78 proceedings and what questions can be raised in these special proceedings. The course guides the participants through an Article 78 proceeding and covers topics such as Papers, Service of Papers, Venue, Cross Motions to Dismiss, Answers, Statutes of Limitations, Discovery, Settlements and Judgments.
- 10:30 am – 12:00 pm Outlook / Word, *Groups 3, 4 & 5 in room 4-138*
Ariel Ciner, Computer Training Chief
- 2:00 pm – 3:00 pm Lexis, *Groups 1, 2, 3, 4 & 5, in room 3-323C*

Wednesday, September 17, 2014

All Groups

Room 2-160AB

- 9:30 am – 11:30 am **New York City Conflicts of Interest Law (2 Transitional & Nontransitional CLE Credits in Ethics and Professionalism)**
Andrea Berger, Senior Counsel, Legal Counsel
Alex Kipp, Director of Education, Conflicts of Interest Board
- This interactive course discusses Chapter 68 of the New York City Charter, which governs the Conflicts of Interest Board. The basic requirements of Conflicts of Interest law are addressed, including gifts, misuse of position, outside employment, political activities, supervisor/subordinate relationships, volunteer activities, post-employment issues, and the use of City resources for approved non-City activities.
- 11:30 am – 12:30 pm **Ethics for Municipal Lawyers (1 Transitional & Nontransitional CLE Credit in Ethics and Professionalism)**
G. Foster Mills, Managing Attorney
Karen Griffin, Senior Counsel, Appeals & Chair, Professional Responsibility & Ethics Committee
- This class will highlight the New York Rules of Professional Conduct and assist you in spotting issues that are relevant to the work of Law Department attorneys. Office expectations regarding ethical and professional conduct will be discussed.
- 12:30 pm – 1:30 pm Lunch

1:30 pm – 5:30 pm A Workplace of Difference
Erin Lee & Jack Zaccara
Anti-Defamation League, World of Difference Institute

6:00 pm – 8:00 pm Welcome Reception Sponsored by the Diversity Committee

Thursday, September 18, 2014

10:30 am – 12:00 pm Outlook / Word, *Groups 1 & 2 in room 4-138*
Ariel Ciner, Computer Training Chief

1:00 pm – 2:00 pm CourtAlert, *Groups 1, 2 & AP in room 4-138*
Yael Martin

Monday, September 22, 2014

10:00 am – 1:00 pm LawManager, *Groups 1 & 3 in room 4-138*
Ariel Ciner, Computer Training Chief

2:00 pm – 3:00 pm Hot Docs, *Group 3, AL & EL in room 4-138*
Dina Perli, System Analyst / Programmer, Operations Division

Tuesday, September 23, 2014

10:30 am – 12:30 pm **Basics of Article 78 Part II (2 Transitional & Nontransitional CLE Credits in Areas of Professional Practice), *Groups 1 & 2, in room 2-160B***
Bob Katz, Senior Counsel, Labor and Employment Law

2:00 pm – 5:00 pm LawManager, *Groups 2 & 4 in room 4-138*
Ariel Ciner, Computer Training Chief

Tuesday, September 30, 2014 Groups 1, 2 & 3 Room 2-160A

10:30 am – 12:30 pm **Organizational Skills and Time Management Tips for New ACCs (1.5 Transitional & Nontransitional CLE Credits in Areas of Professional Practice)**
Max McCann, Senior Counsel, Special Federal Litigation
Grace Kim, ACC, Labor and Employment Law

This class is designed to introduce new lawyers to the best practices of file management and Law Department policies regarding litigation record retention. Topics include: how to get organized, developing a folder system, calendaring events through Outlook, maintaining "originals," managing a document production, using LawManager and FileSite to stay organized and an introduction to HIPAA.

Thursday, October 2, 2014

Groups 1, 2 & 3

Room 2-160A

10:30 am – 12:30 pm

Litigation Roadmap: Complaint through Trial (1.5 Transitional & Nontransitional CLE Credits in Areas of Professional Practice)

Pat Miller, Deputy Chief, Special Federal Litigation

This course, taught by an experienced trial attorney, discusses the importance of developing a case theory early on in litigation when a complaint is received. The class reviews ways to investigate a case and develop a case timeline. A cross-examination demonstration from a real trial is used to illustrate how a solid case theory and thorough investigation can lead to success at trial.

Tuesday, October 7, 2014

Groups 1, 2 & 3

Room 2-160A

10:30 am – 12:30 pm

Basic Legal Memo Writing (2 Transitional & Nontransitional CLE Credits in Skills)

Richard Dearing, Chief, Appeals

Toni Gantz, Senior Counsel, Legal Counsel & Deputy EEO Officer

Carrie Noteboom, Senior Counsel, Environmental Law

This is an introductory course on real world legal writing for new lawyers. The course covers developing a writing plan, standard components of motions, the different sections of the memorandum of law (including what the sections are, how to write them), and tips for effective written advocacy.

Tuesday, October 14, 2014

Groups 1, 2 & 3

Room 2-160A

10:30 am – 12:30 pm

How to Respond to a Complaint, Part I: Investigation and Representation Decisions (1 Transitional & Nontransitional CLE Credit in Skills and 1 Transitional & Nontransitional CLE Credit in Ethics and Professionalism)

Jane Andersen, Senior Counsel, Labor and Employment Law

Andrew Rauchberg, Senior Counsel, General Litigation

This course addresses what an ACC should do when assigned a new case. Topics include: requesting an extension of time to respond, determining if proper service was made, preliminary investigation, discussing the case with clients, representational issues, determining whether to seek settlement, answer or move to dismiss.

Tuesday, October 21, 2014

Groups 1, 2 & 3

Room 2-160A

10:30 am – 12:30 pm

How to Respond to a Complaint, Part II: Answers, Motions to Dismiss and Initial Conferences (2 Transitional & Nontransitional CLE Credits in Skills)

Jane Andersen, Senior Counsel, Labor and Employment Law

Andrew Rauchberg, Senior Counsel, General Litigation

This program addresses how to prepare an Answer, affirmative defenses, common grounds for pre-trial dispositive motions and an introduction to preliminary conferences.

Thursday, October 23, 2014

Groups 1, 2 & 3

Room 2-160A

10:30 am – 12:30 pm

Demystifying Discovery (2 Transitional & Nontransitional CLE Credits in Skills)

Eric Eichenholtz, Chief, Labor and Employment Law

This is an introductory course on written discovery in Federal and New York State courts. The instructors discuss the various discovery techniques including: interrogatories, requests to admit, request for the production of documents, and subpoenas.

Tuesday, October 28, 2014

Groups 1, 2 & 3

Room 2-160A

10:30 am – 1:00 pm

Settlement Negotiation Workshop Part I (2 Transitional & Nontransitional CLE Credits in Skills)

Pat Miller, Deputy Chief, Special Federal Litigation
Caryn Rosencrantz, Senior Counsel, Special Federal Litigation
Rich Schulsohn, Deputy Chief, Commercial and Real Estate Litigation

This course will introduce basic topics in negotiating settlements in civil litigation. Topics to be discussed include: court mechanisms to promote settlement, obtaining authority from the Comptroller and basic negotiation techniques. Mediation will also be addressed. The program will include a group exercise during which the attorney participants will plan a settlement strategy and negotiate a settlement in a hypothetical case.

Thursday, October 30, 2014

Groups 1, 2 & 3

Room 2-160ABC

10:30 am – 12:30 pm

Settlement Negotiation Workshop Part II (2 Transitional & Nontransitional CLE Credits in Skills)

Pat Miller, Deputy Chief, Special Federal Litigation
Caryn Rosencrantz, Senior Counsel, Special Federal Litigation
Rich Schulsohn, Deputy Chief, Commercial and Real Estate Litigation

Winter 2015 TBA

Groups 1, 2 & 3

10:00 am – 1:00 pm

Deposition Skills Training (9 Transitional & Nontransitional CLE Credits in Skills)

Michael Chestnov, Senior Counsel, Tax and Bankruptcy Litigation
Jeffrey Dantowitz, Senior Counsel, General Litigation
Ken Sasmor, Deputy Chief of SLU, Tort

This course which takes place over 3 mornings discusses the nuts and bolts of taking and defending depositions. It includes lectures, and demonstrations on the role of a deposition, question technique, dealing with difficult adversaries, how to prepare to defend a deposition, how to prepare a client who is going to be deposed, and making objections at the deposition. Attorney Participants will have the opportunity to take a mock deposition and defend a mock deposition and will receive constructive feedback from experienced attorneys.

Orientation CLE Credit Estimate

	Total Credits	Skills	Areas of Professional Practice / Law Practice Management	Ethics and Professionalism
Group 1	36	21	10	5
Group 2	36	21	10	5
Group 3*	32	21	6	5
Group 4	8	1	3	4
Group 5*	8	1	3	4
Group 6*	9	1	4	4

* Does not include credits earned in Division Orientation.

Course Descriptions for Technology Classes

FileSite – Beginner Level

During this 90 minute course participants will be introduced to Document Management Systems (DMS), and how FileSite works within the Outlook interface. You will also be given an overview of the different FileSite folders including: Document Worklist, My Matters, Assigned Matters, Virtual Redwelds, Personal WorkSpaces, Divisional WorkSpaces, and the IT Resource WorkSpace. Finally, you will learn how to: search for and add a virtual redweld/workspace to your 'My Matters', Save, Save As, Version, save/open in Adobe and Microsoft applications, checkout/checkin documents, email documents (links and attachments), save emails in FileSite, and how to conduct various searches for documents (full-text, profile and workspace searches).

LawManager Pro Fundamentals

In this class, participants will learn the basic functions of LawManager Pro and the Litigation Notebooks including how to: log in, navigate around the home screen, search for matters, prepare reports from the Litigation Notebooks, use the Litigation Notebook tabs, use the Helper Notebooks, and perform basic data entry. Attorneys will be taught how to enter billable hours.

Lexis

This course will show you the features and benefits of the Lexis.com Research System. We will focus on New York sources of particular interest to the NYC Law Dept. Validate and research law with accuracy and confidence through the Shepard's Citation Service. See how LexisNexis Related Content offers you a virtual roadmap to more rich editorial content - to sources you may not realize are available. Learn about Lexis Advance, the new version of Lexis.com that is going to be released later this year that is easier to use and won't require source selection or terms & connectors searching.

Outlook/Word

This 90 minute class will cover the functions in Outlook and Word that new employees need to know in order to begin work at the Law Department. Attendees will learn about the Inbox including sending, receiving, opening attachments, sending attachments, customizing the view, and organizing their email by creating folders and rules. The Law Department's archiving system, Enterprise Vault, will also be discussed as will the Law Department's Email Retention Policy and Quarantine Policy. The functions of the Calendar will also be covered including: creating a meeting, scheduling attendees for a meeting, setting up recurring meetings, and sharing your calendar with supervisors. Important Outlook features such as the email signature, Out of Office Assistant, and read receipt will be reviewed. The Word part of the class will cover page and section breaks, how to use the Law Department templates, applying and modifying styles, and lastly how to generate and modify a Table of Contents using the TOC macro. During class, participants will have the opportunity to practice what they learn by using several sample files.

Hot Docs

This class will provide an introduction to Hot Docs which is a database program that is used in different ways by different divisions. Most divisions use Hot Docs to generate form letters and form documents. The Tort Division uses Hot Docs as its exclusive case summary system. All attorneys in the Tort Division are expected to summarize and analyze every aspect of each case using the Hot Docs system.