

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input checked="" type="checkbox"/> Informational Memoranda (IM) <input type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
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	Response Due: 5/21/12	
	Log No.: 12-060	
	Contact: Jenifer Vorce; (517) 241-6131; VorceJ@michigan.gov	
	Originating Office: CPS Program Office	
	Subject/Title: SCAO Training, Testifying in Court for Non-lawyers	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff <input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input type="checkbox"/> Other:	
	<input type="checkbox"/> BCAL <input checked="" type="checkbox"/> CWTI <input type="checkbox"/> SACWIS	

The State Court Administrative Office (SCAO), Child Welfare Services Division, with the Department of Human Services (DHS) and the Governor's Task Force on Child Abuse and Neglect (GTF), is pleased to present a regional, cross-professional Specialized Training seminar on Testifying in Court for Non-Lawyers.

This multi-disciplinary training is designed for children's protective services workers and foster care workers, as well as private agency caseworkers and Court Appointed Special Advocates. The training will cover the importance of thorough preparation, the various types of court hearings, and specific "do's and don'ts" of testifying in court.

The Training will take place Thursday, May 24, 2012 at the Hall of Justice Conference Center, located at 925 West Ottawa Street, Lansing, MI 48909.

There is no registration fee for this training. DHS employees may attend this training with approval from local office management. The registration deadline is May 21, 2012. The registration materials and directions for how to register are in the informational brochure included with this memo. Please register as soon as possible, as space is limited to 40 participants.

DHS employees who fail to attend, arrive late, depart early, or attend only portions of this training session will not receive credit for this training. Local offices may be contacted and informed of employees failing to meet attendance expectations.

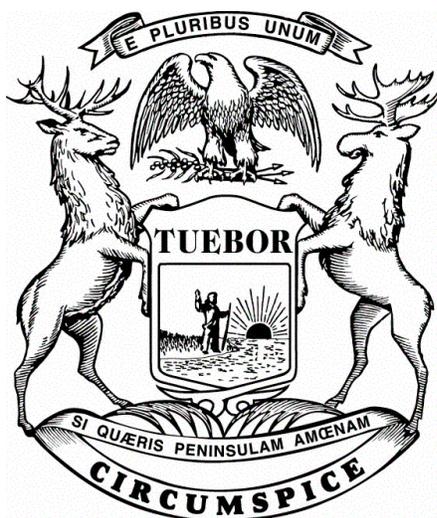
LOCAL OFFICES ARE RESPONSIBLE FOR ALL TRAVEL COSTS. DHS employees attending from the same community should car pool to reduce travel expenses. Employees traveling over 50 miles one way can request reimbursement for overnight accommodations (see the registration materials for more information on hotel accommodations).

For registration or any other questions, please contact Heather Leidi from SCAO at LeidiH@courts.mi.gov or (517) 373-5322.

TESTIFYING IN COURT FOR NONLAWYERS

May 24, 2012

Hall of Justice
Conference Center
925 W. Ottawa Street
Lansing, MI 48909



State Court Administrative Office
Child Welfare Services Division
and
Governor's Task Force on Child Abuse and Neglect

This project was funded by a federal Children's Justice Act grant to the Governor's Task Force on Child Abuse and Neglect administered through the Michigan Department of Human Services, under the Child Abuse Prevention and Treatment Act, Administration of Children and Families, Department of Health and Human Services, CFDA 93.643, being sections 107(a), (b), (c), (d), (e), and (f) as amended (42 USC 5101 *et seq.*); and the Victims of Crime Act of 1984, as amended (42 USC 10601 *et seq.*). In addition, this is a joint project of the State Court Administrative Office and the Governor's Task Force on Child Abuse and Neglect, chaired by the Honorable Elizabeth A. Weaver, retired Justice of the Michigan Supreme Court.

BACKGROUND AND PURPOSE

The morning portion of this full-day training will feature tips on creative case planning and how to tailor services to families. The afternoon portion will help caseworkers improve their courtroom skills by focusing on the courtroom roles and responsibilities of adoption, foster care, and protective services caseworkers. The training will cover the importance of thorough preparation, which always improves courtroom performance. Attendees will learn about the various types of court hearings that occur in child welfare cases. Finally, the presenter will discuss specific “do’s and don’ts” of testifying in court – from witness demeanor to the more substantive elements of effective testimony. The training also will include mock trial practice opportunities. Due to the interactive nature of this training, registration is limited to approximately 40 individuals.

TARGET AUDIENCE

Child Protective Services and Foster Care caseworkers for the Michigan Department of Human Services, tribes, and private agencies.

AGENDA

PRESENTER:

M. Anthony Flores, Professor, Thomas M. Cooley Law School

9:30-10:00 a.m.	Registration
10:00-10:15 a.m.	Introductory Remarks
10:15-11:45 a.m.	Lecture
11:45-12:45 p.m.	Lunch
12:45-2:45 p.m.	Mock Trial Exercise
2:45-3:00 p.m.	Break
3:00-3:45 p.m.	Questions and Feedback
3:45-4:15 p.m.	Closing Remarks

TRAINING COSTS

THERE IS NO REGISTRATION FEE FOR THIS TRAINING. The training is generously funded by the Governor’s Task Force on Child Abuse and Neglect. Training materials and a lunch will be provided. **Travel, meals other than lunch, and lodging expenses are the responsibility of the participant.**

Registration is on a first-come, first-served basis but, there may be some exceptions to ensure geographic diversity and participation across professions. *Due to space limitations, restrictions have been placed on the number of individuals per agency and discipline who may attend this training. Registration will not guarantee attendance.*

A confirmation notice will be sent to you approximately two weeks before the training. If you have not received a confirmation by May 1, 2012, contact Heather Leidi at 517-373-5322 or LeidiH@courts.mi.gov.

LODGING INFORMATION

A limited block of overnight rooms has been reserved at the Lexington Lansing Hotel for May 23, 2012, at a rate of \$65 per night for single-occupancy lodging and \$85 per night for double-occupancy. This block of rooms will be released back to the hotel after April 23, so please make your reservation early. We cannot guarantee these rates after the April 23 deadline. **Please note:** You are responsible for your lodging expenses.

Lexington Lansing Hotel: To make your reservations at the Lexington Lansing Hotel call 877-322-5544 and reference “Child Welfare Services” to ensure that you receive the reduced rate. The Lexington Lansing Hotel is located at 925 South Creyts Road, Lansing, Michigan 48917. Directions can be found at the following websites:

Site Map: <http://www.lexingtonlansing.com>

MapQuest: www.mapquest.com

TRAINING REGISTRATION

Online Registration: [Click here](#)

OR

Follow the steps below:

- 1) Go to the Child Welfare Services webpage:
<http://courts.michigan.gov/scao/services/CWS/TrainingDevelopment.htm>
- 2) Select: “**Upcoming CWS Off-Site Programs**”
- 3) Select: “**Schedule of Upcoming Programs**”
- 4) Select: “**Testifying in Court for Nonlawyers**”
- 5) Click: “**Register**” and complete the form

Please use **Internet Explorer** as your browser when registering for this training. If you have problems registering, please contact Heather Leidi at LeidiH@courts.mi.gov or 517-373-5322.

You should submit your registration as soon as possible to increase the likelihood that your registration will be confirmed. Your registration is a commitment to attend the entire conference. Please do not register to attend this training unless you have scheduling flexibility and have received the necessary authorization to attend.

If you need to cancel after you have been confirmed to attend this training, please contact Heather Leidi at LeidiH@courts.mi.gov or 517-373-5322 as soon as possible so that appropriate arrangements can be made. On-site registration is **not** available.

Please note that registrations will not be accepted after May 21, 2012.