

DICKIE BRUNSON
CHIEF PROBATION OFFICER

**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH CAROLINA
PROBATION OFFICE**

REPLY TO:

1835 Assembly St., Room 611
Columbia, SC 29201
803-765-5441
Fax 803-765-5420

July 31, 2012

**TRAINING NOTICE
FEDERAL PRACTICE AND PROCEDURE/GUIDELINE SEMINAR**

The U.S. Probation Office, Columbia, South Carolina, will host a Federal Practice and Procedure/Guideline Seminar on September 24, 2012, at the National Advocacy Center (NAC) located on the University of South Carolina Campus, 1620 Pendleton Street, Columbia, SC 29201.

The seminar primarily will target those practitioners who are new to the district court and those who are seeking to become a member of the CJA panel. The speakers will include training advisors with the U.S. Sentencing Commission. Staff from the U.S. Sentencing Commission will provide guideline training to include relevant conduct, criminal history computation, and case law as it applies to the Fourth Circuit. Your attendance and participation are encouraged.

The seminar is scheduled to begin promptly at 8:30 a.m., with check-in being held from 8:00 a.m., to 8:25 a.m. The seminar will conclude at 5:00 p.m. Please be sure to bring photo identification with you to the seminar. CLE credit has been approved for 6.50 hours with .75 hour of ethics, (see course number 125939). Participants should bring the most recent Federal Sentencing Guidelines Manual to the training. Parking is available at the Pendleton Street Garage located adjacent to the Advocacy Center. You can purchase parking passes when you check-in for the seminar on September 24, 2012, for use at surrounding parking garages and meters. If paying by check, please make the check out to Sodexo. Lunch at the NAC is \$10.00 per person. Checks can be made payable to Sodexo.

The NAC has requested we advise everyone of the following NAC Protocol: No food or open cups allowed in the classrooms (throw-away coffee cups with lids will be available by the coffee station for use); No food or beverages are to be taken out of the dining room; Business casual attire is expected to be worn by participants (no jeans, shorts, tank tops, t-shirts); the NAC is a non-smoking facility; and weapons, especially firearms, are prohibited on the premises of the NAC.

To register for the seminar, please complete the attached form and fax to the attention of Yvonne Rojas, (803) 253-3311, or send it by email via yvonne_rojas@scp.uscourts.gov. Seating for the training is limited to 100 people. Please submit your registration forms as soon as possible and no later than August 31, 2012. For additional information, contact Yvonne Rojas at (803) 253-3010.

TRAINING NOTICE
FEDERAL PRACTICE AND PROCEDURE/GUIDELINE SEMINAR
SEPTEMBER 24, 2012

Name: _____

Address: _____

Phone: _____

Fax: _____

Email Address: _____

State Bar Number: _____

Please indicate if you will be eating lunch at the NAC: YES NO

Return to: Yvonne Rojas
Probation Clerk, by August 31, 2012

Fax: (803) 253-3311
Email: yvonne_rojas@scp.uscourts.gov