



# NORTH CAROLINA CORNERSTONE

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Personnel Supporting the District Attorneys of North Carolina

July, 2010

## NCVAN 24TH ANNUAL STATEWIDE TRAINING CONFERENCE "VICTIMS' VOICES: LISTEN. LEARN. ACT" SEPTEMBER 22 - 24, 2010 SHERATON CHAPEL HILL

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The Conference of District Attorneys has secured grant funding from the NC Governor's Crime Commission for 50 Victim Witness Legal Assistants (VWLA) to attend the NCVAN Annual Conference this year. The conference will be held at the Sheraton Chapel Hill, September 22nd-24th. Due to the limited number of people who will be able to attend, we will be registering VWLA's in the following way:

To be considered as an attendee for the conference **YOU MUST:**

1. Have permission from your Elected District Attorney to attend the Conference.
2. Fill out the AOC-A-182, *Special Travel and Training Form*. This form can be found on the AOC website in the forms section <http://www.nccourts.org>
3. Fill out the enclosed registration form.
4. Mail the AOC-A-182 and enclosed registration form to Karen Wood, Conference of District Attorneys, PO Box 3159 Cary, NC 27519 or Fax to 919-890-1931
5. **These forms must be mailed no later than JULY 30th! Please do not send any money for registration. We will take care of all registration fees.**

A registration list will be maintained by Karen Wood. You will be notified no later than August if you have been accepted to attend the conference. Your attendance will be decided on a first come first serve basis ensuring that a VWLA is represented by each Prosecutorial District. The remaining spots for the conference will be determined based on when your registration materials were sent to the Conference, how many people from your district register to attend and how large your staff is.

Once you receive confirmation that you are registered for the NCVAN Conference, additional materials will be sent to you in order for you to make hotel arrangements.

If you have any additional questions or concerns, please contact Karen Wood at (919)890-1500 or email at [Karen.g.wood@nccourts.org](mailto:Karen.g.wood@nccourts.org)

# NCVAN - September 22–24, 2010

## 24TH ANNUAL STATEWIDE TRAINING CONFERENCE "VICTIMS' VOICES: LISTEN. LEARN. ACT"

### AGENDA

#### Wednesday, September 22nd

- 11:00am–1:00pm Registration
- 1:00pm–1:45pm Welcome and Opening Ceremony
- 2:00pm–2:45pm Composing an Effective Victim Impact Statement
- 3:00pm–4:15pm "Personality Issues in Intimate Partner Violence/Homicide"
- 4:15pm–5:00pm Michelle Johnson Major, DV Survivor/Artist/Advocate
- 7:30pm–9:30pm Art Display and Networking in Hospitality Suite

#### Thursday, September 23rd (Concurrent Sessions)

- 9:00am–10:00am "Trauma Evaluation: Distinguishing Between Grief, Depression, PTSD, and Closed Head Injury."
- 10:15am–11:30am Coping with Homicide, Including Cold Cases  
Mentally Ill Victims of Crime  
Cultural Competency in Crime Victim Services
- 11:45am-1:45pm Luncheon and Awards Ceremony
- 2:00pm–3:15pm Military Crimes in North Carolina  
VALE  
50B/50C Filing

- 3:30pm–5:00pm Sexual Assaults on College Campuses

#### Friday, September 24th

- 8:45am–9:30am Sexting, Cyberstalking and Other Electronic Concerns.
- 9:45am–11:45am Inspirational Closing

### Registration Form

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_ District: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax#: \_\_\_\_\_

Please list any special needs or food allergies:  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature:  
\_\_\_\_\_  
\_\_\_\_\_

How to send in your registration form to the  
Conference of District Attorneys:

Fax to:  
(919) 890-1931

OR

Mail to:  
PO Box 3159  
Cary, NC 27519

If you have any questions about this training please call Karen Wood at (919) 890-1500 or email her at Karen.G.Wood@nccourts.org.

# Reminder

## Transcription Services

Transcription services is available to District Attorneys' offices. Your office should be using this service when information pertaining to a case needs to be transcribed. *Priority is given to homicide cases and felony cases going to trial.* The request for transcription services should not be made unless the case is going to trial.\*

\*Exceptions can be made upon request and availability. Please contact Karen Wood at [Karen.G.Wood@nccourts.org](mailto:Karen.G.Wood@nccourts.org) or (919) 890-1500 for an exception. If Karen is unavailable please contact Peg Dorer at [Peg.Dorer@nccourts.org](mailto:Peg.Dorer@nccourts.org)

### DIRECTIONS TO RECEIVE TRANSCRIPTION SERVICES

If you have a case with items that need to be transcribed please follow the directions below.

1. Email Karen Wood at the Conference of District Attorney's at [Karen.G.Wood@nccourts.org](mailto:Karen.G.Wood@nccourts.org)
  - a. Provide the following information:
    - Your Name
    - Title
    - District
    - Type of Case
    - Trial Date
    - Date Transcription needed (DUE DATE)
  - b. Karen will email you a confirmation number to be used when calling Deposition Services, Inc. (Deposition Services, Inc. will not provide transcription services to you without a confirmation number. If you do not receive a confirmation number within one business day, please email Peg Dorer for confirmation at [Peg.Dorer@nccourts.org](mailto:Peg.Dorer@nccourts.org))
2. Once you receive the confirmation number, **please call (301) 881-3344** to request transcription services. (Press zero for the operator to be transferred to the appropriate person.)

Their office is open daily 8:00am to 5:30pm.
3. There are two ways to provide the material to be transcribed:
  - a. Secure FTP site provided by Deposition Services, Inc. Using FTP site is preferable.
  - b. FedEx to Deposition Services, Inc.
4. Deposition Services, Inc. will provide your transcription promptly.

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## Victim's Rights' Implementation Manual



Your Victim's Rights' Implementation Manual is due for an update! It has not been rewritten in many years and the Conference office has received grant funding from the NC Governor's Crime Commission to revamp the entire manual. If you are interested in working on this project for a couple of months please contact Karen Wood at (919) 890-1500 or [Karen.G.Wood@nccourts.org](mailto:Karen.G.Wood@nccourts.org).

If you do not have time to volunteer for this project but would like to submit your thoughts, ideas, forms, or letters for this manual update, please forward those to Karen Wood as well. All ideas are welcome!

# CONFERENCE WEBSITE SUPPORTING YOU! TAKE A LOOK!

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The Conference of District Attorneys redesigned their website earlier this year in an effort to assist the District Attorneys' Support Staff. Please be sure to look at the new section developed specifically for each of you. Below is an example of the Administrative section.

"Through this web page the Conference provides information to assist District Attorney Support Staff. Listed below are frequently asked questions regarding the Administrative Office of the Courts, separated by [Purchasing](#) and [Financial Services](#). There is also a "[Who Do I Contact](#)" list based on common situations that support staff may encounter.

If you are a member of a District Attorneys' support staff, and you feel that there is important information that we unintentionally omitted from this webpage, please feel free to [contact us](#)."

## Just So You Know...

The Conference of District Attorneys has secured funding with the NC Governor's Crime Commission to provide a Support Staff Conference in the Spring of 2011.

CONFERENCE OF DISTRICT ATTORNEYS

**PO Box 3159  
Cary, NC 27519**

*Conference of District Attorneys Staff*

**Peg Dorer**  
Director

**Karen Wood**  
Deputy Director

**Kimberly Overton**  
Chief Resource Prosecutor

**Sara Phillips**  
Program Coordinator

**Chad Dixon**  
Operations Manager

**Ike Avery**  
Traffic Safety Resource Prosecutor

**LaKisha Wardrick**  
Traffic Safety Legal Assistant

**Laura Edwards Parker**  
Child Abuse Resource Prosecutor

**Amber Lueken Barwick**  
Violence Against Women Resource  
Prosecutor