



**FEDERAL JUDICIAL ASSISTANTS ASSOCIATION  
2017 EDUCATIONAL CONFERENCE**

**Omni San Francisco Hotel  
500 California Street (at Montgomery)  
San Francisco, California 94104  
(415) 677-9494**

**September 7-9, 2017**

**Agenda**

**Thursday, September 7**

- 3:00-5:00 p.m. Executive Board Meeting – Russian Hill Room
- 3:00-5:00 p.m. Registration – Mezzanine
- 6:00-9:00 p.m. Opening Reception – Mezzanine
- Hors d'oeuvres and cash bar (no credit/debit cards)

**Friday, September 8**

- 7:30-8:15 a.m. Continental Breakfast – Mezzanine
- 7:30-8:15 a.m. Registration – Mezzanine
- 8:20 a.m. Travel to San Francisco Courthouse, 450 Golden Gate Avenue
- Buses will depart from the front of the hotel promptly at 8:20 a.m. to allow time for the drive to the courthouse and security screening. **Please bring your federal ID.**
- 9:00-9:30 a.m. Welcoming Remarks – Ceremonial Courtroom, 19th Floor
- Melissa Hardin, FJAA President
  - Susan Y. Soong, Clerk of Court, NDCA
  - Honorable Phyllis J. Hamilton, Chief Judge, Northern District of California
- 9:30-10:30 a.m. The Court That Tamed the West: A Brief History of the U.S. District Court for the Northern District of California
- Honorable Marilyn Hall Patel, Senior District Judge (Ret.), Northern District of California, San Francisco
- 10:30-10:45 a.m. Break – Jury Assembly Room, 19th Floor
- 10:45-11:15 a.m. The Northern District Court Legal Help Center
- Manjari Chawla, Supervising Attorney
- 11:15-11:45 a.m. Meet Charlee: The U.S. Marshals Service Explosives Detection K-9
- Tim Shobar, Deputy U.S. Marshal, Northern District of California, San Francisco
- 11:50 a.m. Return by bus to Omni Hotel
- Buses will depart from the Turk Street side of the federal building
- 12:00-1:15 p.m. Lunch on your own

*Afternoon conference sessions will be held at the Omni Hotel, Grand Ballroom*

- 1:15-1:45 p.m. What's New at the AO?  
  - Ellen Fritz, Program Analyst, Judicial Services Office, Administrative Office of the U.S. Courts, Washington, DC
- 1:45-2:45 p.m. Everything You've Always Wanted to Know About Travel  
  - Stacy Slette, Chief, Travel Management and Policy Branch, Department of Administrative Services, Administrative Office of the U.S. Courts, Washington, DC
- 2:45-3:00 p.m. Break
- 3:00-3:45 p.m. A Second Chance for Criminal Offenders: The Conviction Alternative Program (CAP) and Re-Entry Court in San Francisco  
  - Joseph C. Spero, Chief Magistrate Judge, Northern District of California, San Francisco
  - Laurel Beeler, Magistrate Judge, Northern District of California, San Francisco
- 3:45-4:30 p.m. Grammar Matters  
  - Judy Stoyko, JA to Senior District Judge Charles R. Breyer, Northern District of California, San Francisco
- 4:30-4:45 p.m. Wrap-Up and Information
- 7:00 p.m. Buses depart from front of hotel for *Beach Blanket Babylon* (optional event, advance reservations required)

### **Saturday, September 9**

- 7:30-8:30 a.m. Continental Breakfast – Mezzanine
- 8:30-9:30 a.m. FJAA General Membership Meeting – Grand Ballroom
- 9:30-10:30 a.m. Making a Federal Case: Evidence Gathering, Wiretaps, and Undercover Agents  
  - William Frentzen, Assistant U.S. Attorney and Chief, Strike Force/Violent Crimes, Northern District of California, San Francisco
  - Emmanuel Pascua, Special Agent, Federal Bureau of Investigation, Northern District of California, San Francisco
- 10:30-10:45 a.m. Break
- 10:45-11:45 a.m. The U.S. Sentencing Commission and the Federal Sentencing Guidelines  
  - Honorable Charles R. Breyer, Senior District Judge, Northern District of California, San Francisco; Vice-Chair, U.S. Sentencing Commission
- 11:45 a.m. Lunch on your own
- 1:00-1:45 p.m. Cyber Security: Protecting Yourself and Your Network from Phishing Schemes  
  - Joshua Glovinsky, Systems Administrator, U.S. Bankruptcy Courts, Northern District of Illinois, Western Division, Rockford
- 1:45-2:30 p.m. Microsoft Word: Tips & Tricks  
  - Lois McLeod (Home-Based Contractor), IT Training Division, Administrative Office of the U.S. Courts, San Antonio, Texas
- 2:30-2:45 p.m. Break
- 2:45-3:30 p.m. Microsoft Word: Templates  
  - Lois McLeod (Home-Based Contractor), IT Training Division, Administrative Office of the U.S. Courts, San Antonio, Texas
- 3:30-4:30 p.m. It's the Little Things: Civility in the Workplace  
  - Lou Gil, Training Specialist, Administrative Office of the U.S. Courts, San Antonio, Texas (Honorary FJAA Member)
- 6:00-9:00 p.m. Banquet – Grand Ballroom  
  - 6:00 p.m. – Cocktails (cash bar; no credit/debit cards)
  - 6:30 p.m. – Dinner