

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO



MEMORANDUM

TO : Criminal Justice Act Committee Members
Mariangela Tirado

FROM: Angel A. Valencia-Aponte, Esq., Chief Deputy Clerk

DATE : June 13, 2007

SUBJECT: Mentoring Program (Pilot Program)

A handwritten signature in cursive script, appearing to read "Angel A. Valencia-Aponte".

Please be informed that on May 16, 2007, the Judges of the Court approved the immediate implementation of the modified Mentoring Program below for a period of one (1) year.

Modified Mentoring Program (Pilot Program)

- The PRACDL will provide a list of its members, other willing CJA Panel attorneys and Office of the Federal Public Defender lawyers, who will act as mentors of the attorneys enrolled in the mentoring program. Participation of lawyers as mentors shall be on a voluntary basis.
- Each participant (mentoree) shall be assigned by the Court (through the Chair of the CJA Committee) five (5) attorneys from the list of mentors that would assist the mentoree in the completion of his/her training. The purpose of assigning five (5) attorneys is to ensure that the mentoree gains knowledge from diverse views and strategies concerning handling of criminal procedure. Additionally, five mentors will provide the applicant a more ample span of choice.
- Each mentoree will develop his or her own program of work soliciting the assistance of the pool of mentors assigned to him. The mentors will guide the mentoree through the several events identified in the attached list of events, including but not limited to, conferring before the event, discussing results after its conclusion, assignment of research or other pre-trial work, assignment of limited participation of presentation of evidence (witnesses) or other appearances before the Court, or merely to observe the proceedings as discussed and agreed among the mentoree and the several mentors.

- The mentor(s) will go over all bolts and nuts of each event with the mentoree but will not charge the CJA Program in any fashion the additional time devoted to the mentor's role in the program. Rather, the mentor filing a voucher in the program will only charge for that time that he/she would have charged had he/she not be performing the mentor role. Moreover, the mentor will not charge the CJA Program, through submission in vouchers, for any time spent or dedicated by the mentoree, be it for in or out of Court events. The mentor will always have the sole responsibility for the managing of his/her cases with the CJA Panel and the mentoree will never be surrogated in his/her shoes.
- The mentor(s) shall submit an evaluation of the mentoree which may be drafted by a single mentoree agreed among all concerned, or more than one mentor may submit individual comments. These "evaluations" shall be kept confidential and shall only be used by the CJA Committee for final consideration on the admission of the applicant to the CJA Panel of attorneys.
- The appropriate mentor shall sign off on the attached event sheet block when completion of the event is accomplished by the mentoree. It is understood that the sole responsibility on completion of the events program falls with the mentoree and no mentor is expected to follow up on a mentoree for completion of the program. Once the totality of the events are completed, the form will be submitted by the mentoree to the Office of the Chief Deputy Clerk. At that time, the Chief Deputy shall solicit from the mentor(s) the referenced evaluations on the mentoree's performance, including recommendations if applicable.
- Chief Magistrate Judge Arenas will craft and conduct an introductory seminar for applicants enrolled in the mentoring program. Such seminar(s) shall be completed before the mentoree commences the execution of the events list and that shall be offered from time to time, as circumstances warrant. The seminar will be designed in the mode of "pre-admission orientation" and shall focus on substantive law.
- The mentoree shall be requested to complete an evaluation form of the mentor(s). Such evaluations shall be confidential and only kept by the Chief Deputy as depository and the Chair of the CJA Committee. Any disclosing of said information shall only be authorized by the Chair of the CJA Committee, as requested by either the FPD or the President of the PRACDL, limited to mentors supplied by their respective organizations.

cs

Attachment

c: Hon. Aida M. Delgado-Colón, Chairperson
Hon. Justo Arenas, Chief U.S. Magistrate Judge
Frances Ríos de Morán, Clerk of Court

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO

CERTIFICATION OF ATTENDANCE TO PROCEEDINGS AS PRE-REQUISITE FOR MEMBERSHIP TO
THE CJA PANEL FOR THE DISTRICT OF PUERTO RICO

Name

USDC BAR #

Required Proceedings/Events	Date	Mentor/Signature	Case Description
Client/witness interview (may include visiting MDC)			
Preparation for trial or a hearing			
Bail/Detention Hearing			
Bail posting process			
Arraignment			
Exposure to the discovery process (Local Rules, Fed. R. Crim. P. 12, Fed. R. Crim. P. 16)			
Dispositive motion practice before the Court, and/or an evidentiary hearing (Suppression Hearing)			
Discussion and calculation of the applicable United States Sentencing Guidelines			
COP Hearing			
Sentencing Hearing			
Jury selection			
Opening statements and/or closing arguments			
Direct and/or Cross examination			
Optional Proceedings/Events			
Preliminary Hearing			
Plea discussions			
PSR Interview			
Encouraged Proceedings/Events:			
Complete Criminal Trial.			
If not a complete trial the following critical stages:			
Rule 29 argument			

I hereby CERTIFY that I have attended the above described proceedings on the dates listed herein.

/s/ _____
Dated: _____