

# BASIC PROSECUTORS COURSE

Sheraton Harrisburg-Hershey Hotel - Harrisburg, PA

June 4-7, 2018

*Presented by the Pennsylvania District Attorneys Institute*

## Course Details

### Overview

The Pennsylvania District Attorneys Institute is offering the Basic Prosecutors Course to district attorneys' offices throughout Pennsylvania. The purpose of the Basic Prosecutors Course is to prepare newly hired assistant district attorneys to make the transition from law student to prosecutor.

The course will be held June 4-7, 2018 at the Sheraton Harrisburg-Hershey Hotel in Harrisburg, Pennsylvania. The course will start at 8:30 a.m. on Monday, June 4 and end at approximately 1:00 p.m. on Thursday, June 7. The three and a half day course is in lecture, demonstration and practical exercise format.

The PDAI will provide a continental breakfast, lunch and a.m. and p.m. breaks Monday through Wednesday as well as a welcome reception Monday evening. A grab and go breakfast will be provided Thursday morning. Please submit a \$300.00 fee to PDAI to cover your food and beverage.

### Eligibility

This course is exclusively limited to assistant district attorneys currently employed by a district attorney's office in the Commonwealth of Pennsylvania. **Class size is limited to 50 attendees.**

### Registration Deadline

Please complete the attached registration form and mail or fax it to the PDAI. **All registrations must reach the PDAI staff no later than Friday, May 4, 2018. Registration is on a first-come, first-served basis and is limited to the first 50 registrants.** PDAI will maintain a waiting list and notify prospective students if an opening becomes available.

Pennsylvania District Attorneys Institute  
2929 North Front Street  
Harrisburg, PA 17110  
(Phone) 717-238-5416 (Fax) 717-231-3912  
(Email) [pdaa@pdaa.org](mailto:pdaa@pdaa.org)

### Continuing Legal Education

The Basic Prosecutors Course is approved for 2 ethics and 18 substantive Continuing Legal Education credits.

### Location

The Basic Prosecutors Course will be held in Harrisburg, Pennsylvania, at the Sheraton Harrisburg-Hershey Hotel.

Sheraton Harrisburg-Hershey Hotel  
4650 Lindle Road  
Harrisburg, PA 17111  
(717) 564-5511

### Lodging

The PDAI will pay for single occupancy accommodations (room and tax only) on Monday through Wednesday nights. Overnight rooms will be reserved for attendees at the Sheraton Harrisburg-Hershey Hotel, where the course will be held. The PDAI will make all hotel reservations; you should not contact the hotel directly to make your reservations. All reservations will be guaranteed for late arrival.

Please indicate on the registration form the nights for which you will require overnight accommodations. Overnight stays on Sunday night, June 3 and/or Thursday night, June 7, will be at your expense (\$108.00 plus tax) payable upon check-in, although the reservations will be made by the PDAI. If you share a room on Sunday and/or Thursday night with another attendee, you must continue this arrangement for the week. You are responsible for paying for incidental expenses upon check-out.

### Cancellations

Please contact PDAI as soon as possible in the event you must cancel your course registration so that another person can attend in your place. No refunds will be issued for cancellations received on or after **May 11, 2018**. Substitute attendees, however, are permissible at any time. If you cancel at the last minute (after 4:30 p.m. on Friday, June 1) you must call the hotel directly at (717) 564-5511 to cancel your room reservation. You will be invoiced for any hotel charges billed to PDAI resulting from no-show or cancellation less than 48 hours prior to scheduled arrival.

# Registration

**Basic Prosecutors Course**  
**June 4-7, 2018**

Personal Information

Name: \_\_\_\_\_ Attorney ID: \_\_\_\_\_  
Title: \_\_\_\_\_ (if taking the course for CLE credit) If you do not yet have an ID#, please contact PDAL as soon as you receive one. Otherwise, CLE credits cannot be given for the course.  
Office Address: \_\_\_\_\_  
\_\_\_\_\_  
County: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Employment Status: Part Time  Full Time   
Email: \_\_\_\_\_

\$300.00 Payment  
I have enclosed (or will be forwarding prior to the course start date) a check made payable to the PDAL for \$300.

Lodging

I need lodging for (check all that apply)

Sun., June 3, 2018\*\*  
 Mon., June 4, 2018       Tues., June 5, 2018       Wed., June 6, 2018  
 Thur., June 7, 2018\*\*      I would like to share a room with: \_\_\_\_\_

\*\*Overnight stays on Sunday night, June 3, 2018 and/or Thursday night, June 7, 2018 will be at your own expense (\$108.00 plus tax), although the reservations will be made by the PDAL. If you share a room with another attendee on Sunday and/or Thursday night, you must continue this arrangement for the week.\*\*

OR

I do not require any overnight hotel accommodations

Do you have a disability requiring special materials or services?

Yes, I will require \_\_\_\_\_  
\_\_\_\_\_

Approval

Please sign below....

Applicant's Signature: \_\_\_\_\_

District Attorney's Signature: \_\_\_\_\_

The Basic Prosecutors Course is supported by a grant awarded to the Pennsylvania District Attorneys Institute by the Pennsylvania Commission on Crime and Delinquency.

*Presented by the Pennsylvania District Attorneys Institute*