

# COURSE PRESENTATION INSTRUCTIONS

## A. Student Expert

At least six weeks prior to the course, the following materials should be delivered to each Student Expert:

- a. Subpoena/Subpoena Duces Tecum. This document sets forth the minimum requirements and expectations for the course. It defines responsibilities for each Student Expert.
- b. A Student Disc. It contains Student Instructions, Pre-Class Assignments and the Course Agenda which contains the course schedule. Also provided is the Case Scenario which contains the Scenario, the Witness Statements, Evidence Transmittal, Laboratory Analysis, 45 Full Size Photographs and Log, and Scene diagrams.

## B. Facilitator/Instructor and Attorneys

A trained course Facilitator from the International Association of Arson Investigators or Chapter Instructor will be in attendance to assist in the course presentation, answer any questions which may arise and to instruct Modules I Greetings/Agenda, III Expert Qualification and CV), IV Opinion Analysis, V Court Exhibits, VI Sworn Testimony, VII Presentation of the Evidence, Mock Depositions, Position Papers, and Course Evaluation. The Facilitator will also be assisting the students with pre-class assignments and will be available to assist in the logistics and planning for the course

A minimum of three attorneys are required for each complete class of 6-8 students. On Day One, one attorney serves as the Lecture Attorney. They will be the class instructor of the Legal System Overview Court Rules and Cases. On Day Two, one attorney serves as Judge, and a minimum of two attorneys conduct the examination of the Student Experts. Whoever serves as a Direct Examination Attorney should participate in the Pre-Trial Conference with those same Student Experts.

Each Direct Examination Attorney is expected to attend a Private Meeting for Attorneys Only and each will also need to be available for the Pre-Trial Conferences with Student Experts (Module VIII) on Day One.

The Lecture Attorney instructs or participates in approximately half of the Student Expert lectures on Day One. The lectures include: Module II Legal System Overview Court Rules and Cases, Module IV Opinion Analysis, Module V Court Exhibits and Module VI Sworn Testimony.

While the Student Experts are attending the Legal System Overview class,

Module II, the group of Direct Examination Attorneys and all Cross Examining Attorneys are scheduled to privately meet to review the Pre-Trial Conference and Courtroom procedures. This information is provided in the Trial Attorney Disc and in the (for attorneys only) meeting. It is designed to be held concurrently with Legal System Overview class.

The Lecture Attorney should be an experienced fire attorney. They may serve as the Judge on Day Two. The Trial Attorneys will conduct the Direct and Cross Examinations during court on Day Two. The decision on who will teach, and who will conduct any examination is dependent on the qualifications and numbers of available attorneys.

### Attorney Aids

Attorney Aids with supplementary materials has been compiled and provided on the Trial Attorney Disc, to assist the attorneys in preparing for the Direct and Cross examinations. Included in these materials are Scene Photos with Log, Photo Analysis, Case Analysis and cross examination questions. These materials are intended to assist the attorney in preparing for the courtroom testimony examinations.

Students do not receive these supplementary materials. These materials are not intended to be shared with the students either.

Once a law firm or firms have been selected to assist in the presentation of the course, you may want to suggest that they use their associates for the Pre-Trial Conferences with the students and to play roles in the mock trial. Associates can gain valuable experience in this way but less-experienced attorneys should be used for Direct Examination only.