

United States District Court

District of Maine



Best Practices Seminar

Agenda

February 7, 2013 @ 8:30 a.m. in Bangor

8:30 a.m. Introduction by Hon. John A. Woodcock, Jr., Chief District Judge

8:50 a.m. Session One: Filing Best Practices

Estimated Time- 1.5 hours

1. Related Cases
2. Motions for Temporary Restraining Order and Preliminary Injunction
3. Filing and Labeling Exhibits and Attachments on ECF
4. Redaction and Sealing Requirements and How to File
5. Confidentiality Orders
6. Sentencing Memoranda
7. Running Reports in ECF

10:20 a.m. Break with Refreshments

10:40 a.m. Session Two: Courtroom Best Practices

Estimated Time- 1.5 hours

1. Court Calendars
2. Trial Lists
3. Courtroom Technology
4. Use of Realtime during Court Hearings
5. Trial Exhibits
6. Transcripts

12:10 p.m. Adjourn

United States District Court

District of Maine



Best Practices Seminar

Agenda

February 14, 2013 @ 8:30 a.m. in Portland

8:30 a.m. Introduction by Hon. Nancy Torresen, U.S. District Judge in Portland

8:50 a.m. Session One: Filing Best Practices

Estimated Time- 1.5 hours

1. Related Cases
2. Motions for Temporary Restraining Order and Preliminary Injunction
3. Filing and Labeling Exhibits and Attachments on ECF
4. Redaction and Sealing Requirements and How to File
5. Confidentiality Orders
6. Sentencing Memoranda
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10:20 a.m. Break with Refreshments

10:40 a.m. Session Two: Courtroom Best Practices

Estimated Time- 1.5 hours

1. Court Calendars
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6. Transcripts

12:10 p.m. Adjourn

United States District Court

District of Maine



Best Practices Seminar

Agenda

February 14, 2013 @ 1:30 p.m. in Portland

1:30 p.m. Introduction by Hon. Nancy Torresen, U.S. District Judge

1:50 p.m. Session One: Filing Best Practices

Estimated Time- 1.5 hours

1. Related Cases
2. Motions for Temporary Restraining Order and Preliminary Injunction
3. Filing and Labeling Exhibits and Attachments on ECF
4. Redaction and Sealing Requirements and How to File
5. Confidentiality Orders
6. Sentencing Memoranda
7. Running Reports in ECF

3:20 p.m. Break with Refreshments

3:40 p.m. Session Two: Courtroom Best Practices

Estimated Time- 1.5 hours

1. Court Calendars
2. Trial Lists
3. Courtroom Technology
4. Use of Realtime during Court Hearings
5. Trial Exhibits
6. Transcripts

5:10 p.m. Adjourn

United States District Court

District of Maine



Best Practices Seminar

Agenda

April 12, 2013 @ 8:30 a.m. in Portland

8:30 a.m. Introduction by Hon. Nancy Torresen, U.S. District Judge in Portland

8:50 a.m. Session One: Filing Best Practices

Estimated Time- 1.5 hours

8. Related Cases
9. Motions for Temporary Restraining Order and Preliminary Injunction
10. Filing and Labeling Exhibits and Attachments on ECF
11. Redaction and Sealing Requirements and How to File
12. Confidentiality Orders
13. Sentencing Memoranda
14. Running Reports in ECF

10:20 a.m. Break with Refreshments

10:40 a.m. Session Two: Courtroom Best Practices

Estimated Time- 1.5 hours

7. Court Calendars
8. Trial Lists
9. Courtroom Technology
10. Use of Realtime during Court Hearings
11. Trial Exhibits
12. Transcripts

12:10 p.m. Adjourn