DSER 2010 New Agent Training

Day 1 – Tuesday, June 15, 2010

9 – 9:15  Welcome, Introductions & Housekeeping  Melanie Knox
          Muskie School

9:15 – 9:30  Opening Remarks, Training Purpose  Jerry Joy
            Director, DSER

9:30 – 10:15  Calculations & Negotiations  Cyndie Banks
              CO Supervisor
              Bob Samson, Agent

10:15 – 10:30  Break

10:30 – 12:00  Calculations & Negotiations (continued)

12:00 – 1:00  Lunch

1:00 – 2:00  Appearing at Administrative Hearings  Kevin Foster, Supervisor
              DSER, Sanford Office
              Kevin Wells
              DSER Staff Attorney

2:00-2:15  Break

2:30 – 3:55  Appearing at Administrative Hearings  Miranda Benedict
              Hearings Officer

3:55 – 4:00  Evaluations
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Day 2 – Wednesday, June 16, 2010

9:00 – 10:15  Calculations & Negotiations  Cyndie Banks
             CO Supervisor
             Bob Samson, Agent

10:15 – 10:30  Break

10:30 – 12:00  Calculations & Negotiations (continued)

12:00 – 1:00  Lunch

1:00 – 2:00  Calculations & Negotiations (continued)

2:00 – 2:15  Break

2:15 – 3:55  UIFSA & Practice Scenarios  Debby Willis
             Chief AAG
             Ava Page, Supervisor
             DSER Out of State Unit

3:55 – 4:00  Evaluations
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Day 3 – Thursday, June 17, 2010

9:00 – 10:30 Overview of Family Division of the Maine District Court and AAG’s Role
Interviewing Techniques
Case Prep for NPP
Case Prep for MTA
Legal Referral – Referral Process
Court Etiquette

Debby Willis, Chief AAG
Bob Samson, Agent

10:30 – 10:45 Break

10:45 – 12:00 Case Law Training

Kevin Wells, Staff Atty.
Debby Willis, Chief AAG

12:00 – 1:00 Lunch

1:00 – 2:15 Case Law Training (continued)

2:15 – 2:30 Break

2:30 – 3:55 Observations & Expectations for the Court

Paul Matthews, Magistrate
Debby Willis, Chief AAG

3:55 – 4:00 Evaluations
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Day 4 – Friday, June 18, 2010

9:00 – 9:30  Notice of Debt (NOD)  Cyndie Banks
            CO Supervisor

9:30 – 10:30  Federal Tax Information & Confidentiality  Kevin Wells
             DSER Staff Attorney

10:30– 10:45  Break

10:45 – 12:00  Judicial Enforcement Remedies  Gordon Paul, Supervisor
               DSER Biddeford Office
               and
               Sean Scully, Disclosure
               Agent – DSER Lewiston
               and
               Maria Woodman
               Assistant Attorney
               General

12:00 – 12:30  Working Bag Lunch

12:30 – 1:55  Judicial Enforcement Remedies (continued)

1:55 – 2:00  Evaluations

2:00  Drive home safely and have a great weekend!!