

BOOK ORDERING FOR PUBLIC DEFENDER OFFICES

IDS Policy:

A. School of Government Publications:

1. As part of IDS' contract with the School of Government ("SOG"), IDS will pay for personal copies of the following SOG publications and supplements for each newly established assistant public defender position:
 - a. North Carolina Defender Manual, Volume One, Pretrial
 - b. North Carolina Defender Manual, Volume Two, Trial
 - c. Smith, North Carolina Crimes: A Guidebook on the Elements of Crime
 - d. Farb, Arrest, Search, and Investigation in North Carolina
 - e. Rubin, Loeb & Drennan, Punishments for North Carolina Crimes and Motor Vehicle Offenses
2. IDS will also pay for personal copies of some additional SOG publications and supplements for each newly established assistant public defender position in which the attorney will be practicing in certain areas:
 - a. For misdemeanor attorneys: Loeb & Drennan, Motor Vehicle Law and the Law of Impaired Driving
 - b. For juvenile delinquency attorneys: North Carolina Juvenile Code and Related Statutes Annotated and North Carolina Juvenile Defender Manual
 - c. For civil commitment attorneys: North Carolina Civil Commitment Manual
 - d. For capital attorneys: Farb, North Carolina Capital Case Law Handbook
3. IDS will also pay for shared office copies (one per eight attorneys) of the following SOG publications and supplements:
 - a. Clarke, Law of Sentencing, Probation & Parole in North Carolina
 - b. Rubin, The Entrapment Defense in North Carolina
 - c. Rubin, Law of Self-Defense in North Carolina
 - d. Smith, Ineffective Assistance of Counsel Claims in North Carolina Criminal Cases
 - e. State of North Carolina Extradition Manual
 - f. Farb, Arrest, Warrant & Indictment Forms
 - g. Zota & Rubin, Immigration Consequences of a Criminal Conviction in North Carolina
4. IDS will also pay for one copy per office location of the following SOG publications:
 - a. North Carolina Civil Commitment Manual
 - b. North Carolina Juvenile Defender Manual
5. Any other SOG publications must be approved by IDS prior to ordering pursuant to the procedures set forth in C., below. An office may maintain a current SOG subscription that is not on this list or order more than the allotted number of shared or office copies of SOG publications if the office provides justification to IDS and IDS approves the subscription.

B. Non-School of Government Publications:

1. Public defender offices have standing authorization to order one set per office location of the following non-SOG publications:
 - a. North Carolina General Statutes, with updates. (If an office is receiving only certain volumes of the General Statutes and wishes to continue with that limited subscription, the office is encouraged to do so; however, if an office believes that a complete set of the General Statutes is necessary, the office has standing authorization for a full subscription.)
 - b. North Carolina Reports and Court of Appeal Reports, with advance sheets
 - c. North Carolina Rules of Court: State and Federal (Thomson West)
2. Public defender offices have standing authorization to order one per office location of the following non-SOG publications:
 - a. Black's Law Dictionary
 - b. Brandis & Broun on North Carolina Evidence (LexisNexis)
 - c. Diagnostic and Statistical Manual of Mental Disorders (American Psychiatric Association)
 - d. Grimes Criminal Law Outline (The National Judicial College)
 - e. Gianelli & Imwinkelreid, Scientific Evidence (LexisNexis)
 - f. LaFave, Israel & King, Criminal Procedure (West Group)
 - g. LaFave, Search and Seizure (Thomson West)
 - h. Mosteller, North Carolina Evidentiary Foundations (LexisNexis)
 - i. Physician's Desk Reference (Thomson)
 - j. DWI Detection & Standardized Field Sobriety Testing, Student Manual (National Highway Traffic Safety Administration)
 - k. Critical Terms in Criminal Proceedings in Spanish and English (North Carolina Bar Association)
 - l. Hertz, Guggenheim & Amsterdam, Trial Manual for Defense Attorneys in Juvenile Court (ALI-ABA)
3. Public defender offices have standing authorization to order shared office copies (one per six attorneys) of the following non-SOG publication:
 - a. Blakey, Loven & Weissenberger, North Carolina Evidence Courtroom Manual (LexisNexis)
4. Public defender offices have standing authorization to order one per office location, as well as one per assistant public defender handling involuntary commitments, of the following non-SOG publication:
 - a. North Carolina Mental Health Laws (LexisNexis) (currently out of print)
5. Public defender offices have standing authorization to order a personal copy per assistant public defender of the following non-SOG publications:
 - a. North Carolina Criminal Law and Procedure (LexisNexis)
 - b. North Carolina Motor Vehicle Laws (LexisNexis)
6. As part of IDS' contract with the North Carolina Advocates for Justice, each public defender and assistant public defender should receive a copy of Teddy, DWI Trial Notebook.

7. Any other non-SOG publications must be approved by IDS prior to ordering pursuant to the procedures set forth in C., below. An office may maintain a current non-SOG subscription that is not on this list or order more than the allotted number of shared or office copies of any non-SOG publication if the office provides justification to IDS and IDS approves the subscription.

C. Book Ordering:

1. IDS and individual public defender offices ordinarily cannot order books directly from the School of Government or other vendors. Instead, the individual office must email a request to Patty Barbour at the IDS Financial Services Office (Patty.A.Barbour@nccourts.org). The request must include the following information:
 - a. The county and city where the office is located;
 - b. The title(s) of the requested book(s);
 - c. The number of the requested book(s);
 - d. A justification for the request—*e.g.*, a new assistant public defender position was established (please include the attorney's name) or the book is necessary to supplement research in a specific area of the law; and
 - e. The name of a contact person and the telephone number at which he or she can be reached.
2. Public Defender offices have standing authorization to order for newly established assistant public defender positions all of the books listed above as approved for personal copies. To do so, the office should email a written request to Patty Barbour at the IDS Financial Services Office (Patty.A.Barbour@nccourts.org). Ms. Barbour will then forward the request to AOC Purchasing.
3. For any other publications, the office must first obtain approval from IDS by submitting a written request, including a justification for the request and a website address where the publication(s) can be purchased, and emailing it to Ms. Barbour at Patty.A.Barbour@nccourts.org. If IDS approves the purchase, Ms. Barbour will then forward the order and approval to AOC Purchasing. Ms. Barbour will also notify the contact person provided pursuant to C.1.e., above, that the request has been approved, amended, or denied.
4. Whenever there are new releases of the publications listed above, IDS will place a bulk order with AOC Purchasing for all of the public defender offices. If you have questions about new releases, please contact IDS.
5. When an office receives a book order shipment, the office should mail or fax the invoice from the shipment to Ms. Barbour so that she can track receipts.

Effective September 10, 2007; Updated June 30, 2008, September 10, 2008, October 10, 2008, and January 28, 2010.