

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. Smith, North Carolina Crimes: A Guidebook on the Elements of Crime
 - b. Farb & Tyner, Arrest, Search, and Investigation in North Carolina
 - c. Markham & Denning, North Carolina Sentencing Handbook with Felony, Misdemeanor, and DWI Sentencing Grids
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: Denning, The Law of Impaired Driving and Related Implied Consent Offenses in North Carolina
 - b. For capital attorneys: Welty, North Carolina Capital Case Law Handbook
 - c. For parent attorneys: DePasquale, Stages of Abuse, Neglect, and Dependence Cases: From Report to Final Disposition
3. IDS will also pay for shared office copies (one per eight attorneys) of the following SOG publications and supplements:
 - a. Markham, Punishment Chart for North Carolina Crimes and Motor Vehicle Offenses
 - b. Markham, Probation Violations in North Carolina
 - c. Markham, The North Carolina Justice Reinvestment Act
 - d. Welty, Arrest Warrant and Indictment Forms
 - e. Denning, Tyner, & Welty, Pulled Over: The Law of Traffic Stops and Offenses in North Carolina
 - f. Welty, Digital Evidence
4. IDS will also pay for one copy per office location of the following SOG publications:
 - a. North Carolina Defender Manual, Volume One, Pretrial*
 - b. North Carolina Defender Manual, Volume Two, Trial*
 - c. Rubin, The Entrapment Defense in North Carolina
 - d. Rubin, Law of Self-Defense in North Carolina
 - e. Farb, State of North Carolina Extradition Manual
 - f. Zota & Rubin, Immigration Consequences of a Criminal Conviction in North Carolina
 - g. Smith, Ineffective Assistance of Counsel Claims in North Carolina Criminal Cases
 - h. Smith, Criminal Proceedings Before a North Carolina Magistrate
 - i. North Carolina Civil Commitment Manual*
 - j. North Carolina Juvenile Defender Manual*
 - k. DePasquale, Abuse, Neglect, Dependency, and Termination of Parental Rights Proceedings in North Carolina*

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. (LexisNexis) (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 Rules of Court: State (Thomson West)
 - c. Brandis & Broun on North Carolina Evidence (LexisNexis)
 - d. Diagnostic and Statistical Manual of Mental Disorders (American Psychiatric Association)
 - e. LaFave, Israel & King, Criminal Procedure (Thomson West)
 - f. LaFave, Search and Seizure (Thomson West)
 - g. Mosteller, North Carolina Evidentiary Foundations (LexisNexis)
 - h. Critical Terms in Criminal Proceedings in Spanish and English (North Carolina Bar Association)
 - i. The Bluebook: A Uniform System of Citation (Harvard Law Review)
2. Public defender offices have standing authorization to order shared office copies (one per eight attorneys) of the following non-SOG publication:
 - a. DWI Detection & Standardized Field Sobriety Testing, Student Manual (National Highway Traffic Safety Administration)
3. Public defender offices have standing authorization to order a personal copy per attorney of the following non-SOG publications:
 - a. North Carolina Criminal Law and Procedure (LexisNexis)
 - b. Klinkosum, North Carolina Criminal Defense Motions (NCAJ via LexisNexis)
 - c. Blakey, Loven & Weissenberger, North Carolina Evidence Courtroom Manual (LexisNexis) (if significant updates)
 - d. Teddy, DWI Trial Notebook (NCAJ via LexisNexis)
4. 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 should not order books directly from the School of Government or other vendors. Instead, the office's designated purchaser

- should purchase available titles directly via the AOC Online Store. For titles that are not available via the AOC Online Store, the designated purchaser should complete a Purchase Request Form including the title(s) of the book(s), the publisher, and the number of copies needed.
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 complete the purchasing process indicated in C.1, above.
 3. For any other publications not listed in sections A. and B., the office must first obtain approval from IDS by submitting a written request, including a justification for the request, and emailing it to PD_Administration@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.*, 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.

If approved, the approval will be forwarded to AOC Purchasing and the individual office's designated purchaser may proceed with the process indicated in C.1., above.

4. On an annual basis, IDS will place a bulk order for new editions of approved publications 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 email PD_Administration@nccourts.org so that receipts can be tracked.

NOTE: Publications denoted with a * are available free of charge at defendermanuals.sog.unc.edu, and are therefore approved for only one physical copy per office location.

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