

BOOK ORDERING FOR PUBLIC DEFENDER OFFICES

IDS Policy:

A. School of Government Publications:

1. IDS will pay for individual copies of the following SOG publications and supplements for each attorney position:
 - a. Markham, *North Carolina Crimes: A Guidebook on the Elements of Crime*†
 - b. Farb, Tyner, & Welty, *Arrest, Search, and Investigation in North Carolina*†
 - c. Markham & Denning, *North Carolina Sentencing Handbook with Felony, Misdemeanor, and DWI Sentencing Grids*
2. IDS will pay for individual copies of some additional SOG publications and supplements for each attorney position in which the attorney will be practicing in certain areas:
 - a. For misdemeanor/DWI attorneys: Denning, *The Law of Impaired Driving and Related Implied Consent Offenses in North Carolina*
 - b. For misdemeanor/DWI attorneys: Denning & Elrahal, *Driver's License Revocations, Restorations, and Limited Driving Privileges*
 - c. For capital roster attorneys: Welty, *North Carolina Capital Case Law Handbook*
 - d. For parent attorneys: DePasquale, *Stages of Abuse, Neglect, and Dependence Cases: From Report to Final Disposition*
 - e. For juvenile attorneys: Greene, *Juvenile Delinquency Procedure in North Carolina*
3. IDS will pay for shared office copies (one per eight attorneys, or one per office location if fewer than 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. Hyde, *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 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, *The 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**
- l. DePasquale, *Fathers and Paternity, Applying the Law in North Carolina Child Welfare Cases*
- m. Grine & Coward, *Raising Issues of Race in NC Criminal Cases**

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

- 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 an individual copy per attorney of the following non-SOG publications:
 - a. *NC Criminal Law and Procedure* (LexisNexis)
 - b. Owen, *Klinkosum on Criminal Defense Motions* (NCAJ via LexisNexis)
 - c. For misdemeanor/DWI attorneys: Banzhoff & Williams, *Teddy's North Carolina DWI Trial Notebook* (NCAJ via LexisNexis)
 - d. For juvenile/parent attorneys: *North Carolina Juvenile Code*
 - e. For appellate attorneys: Scherer & Leerberg, *North Carolina Appellate Practice and Procedure* (LexisNexis)
- 2. Public defender offices have standing authorization to order shared office copies (one per eight attorneys, or one per office location if fewer than eight attorneys) of the following non-SOG publication:
 - a. Blakey, Loven & Weissenberger, *North Carolina Evidence Courtroom Manual*
- 3. Public defender offices have standing authorization to order one set per office location of the following non-SOG publications:
 - a. *General Statutes of North Carolina*, Annotated, 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. *Annotated Court Rules of NC*
 - c. *Brandis & Broun on North Carolina Evidence* (LexisNexis)
 - d. *Diagnostic and Statistical Manual of Mental Disorders* (American Psychiatric Association)
 - e. LaFave, et al., *Criminal Procedure* (Thomson West)
 - f. LaFave, *Search and Seizure* (Thomson West)

- g. Mosteller, et al., *North Carolina Evidentiary Foundations* (LexisNexis)
 - h. *NC Motor Vehicle Laws*
 - i. *Critical Terms in NC Criminal Proceedings in Spanish & English* (North Carolina Bar Association)
 - j. *The Bluebook: A Uniform System of Citation*
 - k. Ball, et. al., *The Rule-Out Method of Criminal Defense* (American Bar Association)
 - l. *Pattern Cross-Examination for DNA and Biological Evidence: Trial Strategy Guide* (National Association of Criminal Defense Lawyers)
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. For physical books, 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. For digital editions of SOG publications, the office's designated purchaser should complete a Purchase Request Form including the title(s) of the book(s), the number of copies needed, and specifying that the order is for the digital edition of the publication.
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 individual copies. To do so, the office should complete the purchasing process indicated in C.1, above.
3. Publications denoted with a † are available in both print and digital format. Purchase of either format is acceptable, but the number of print and digital copies combined in the office should not exceed the total number of copies authorized.
4. *All physical and digital publications are the property of the public defender office.* Upon separation from employment, all physical copies of publications should be left for the next attorney to be hired into the position. If an attorney assigned to a digital publication and corresponding digital account separates from employment with the public defender office, digital accounts and login information should be transferred back to the office for reassignment. For assistance with digital versions of SOG publications, including login credentials and transfer of credentials, contact helpdesk@sog.unc.edu.
5. If a book is lost or damaged and needs to be replaced, the office should email PD_Administration@nccourts.org requesting approval prior to ordering a replacement.

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

7. When a new edition of an approved publication is released, each office may purchase the approved number of copies of the new edition. Purchases should be made via AOC Purchasing and Procurement using the procedure indicated in C.1., above.
8. When an office receives a book order shipment, the office should email PD_Administration@nccourts.org so that receipts can be tracked.

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