

FRIDAY, APRIL 1, 2016

8:00 AM - 4:00 PM



DoubleTree Suites by Hilton Mt. Laurel
515 Fellowship Road, Mt. Laurel, NJ 08054
*Easily accessible from Cherry Hill, Atlantic City and Trenton, NJ areas
as well as Philadelphia and Delaware*

www.sjparalegals.org

PARALEGAL EDUCATIONAL SYMPOSIUM

SCHEDULE OF EVENTS

- 8:00 AM** Check In and Walk-In Registration
*Continental Breakfast***
****VENDOR FAIR****
- 8:30 AM** Opening Remarks
- 9:00 – 10:15 AM** Session I Seminars:
Navigating through the County Courts in PA
Obtaining Experts for All Practice Areas
Strategies in Medical Records Review
- 10:30 – 11:45 AM** Session II Seminars:
Organizing for the Paralegal
Employment Law tips
Getting Ready for Trial: The many uses for trial notebooks and more
- 11:45 – 12:45 PM** *Hot Buffet Lunch***
****VENDOR FAIR****
- 12:50 – 2:10 PM** Session III Seminars:
Family Law: Do You Know What You Are Getting Yourself Into?
IT-Helpful Applications for Legal Professionals
Bankruptcy and how it affects other areas of the law
- 2:15 – 3:30 PM** Session IV:
Ethics from the Paralegal Perspective: The 3 Rs
Afternoon Snack
- 3:30 PM** Closing Remarks
PRIZE DRAWINGS – You must be present to win!

***Dietary restrictions accommodated upon request.*
Please contact Convention Committee Chair for further information.
Beverages provided throughout the day

****VENDOR FAIR – Please visit our vendors throughout the day for information on their services.*
It is through their generosity and sponsorship that we are able to offer
this paralegal educational and networking opportunity. We invite you to thank them for their support.

<p>CLE Credits Approved for Paralegals who have earned the NJCP Credential (New Jersey Certified Paralegal) AND CLE Credits Pending from: The National Federation of Paralegal Associations (NFPA); American Alliance of Paralegals, Inc.; National Association of Legal Assistants (NALA); Keystone Alliance of Paralegal Associations; Delaware Paralegal Association</p>

DESCRIPTION OF EVENTS

NOTE: The Sessions are geared to accommodate three levels of a paralegal's experience. Attendees may "mix and match" their seminar choices based on their individual needs.

Session I Seminars 9:00 – 10:15 AM

Beginner: Navigating through the County Procedures in Pennsylvania

Presented by Christie Lawson, Paralegal (Stark & Stark)

Tips to successfully navigate the varying county court systems in Pennsylvania. Attendees will learn basic PA court procedures and specific filing practices for the surrounding counties (i.e. Philadelphia, Bucks, Montgomery). From Digital filing to paper filing Christie will cover it all. Please come with your questions!

Intermediate: You Need Me to Find What Type of Expert? Obtaining Experts for All Areas of Practice

Presented by Lynne Nahmani, Esq. (Marshall, Dennehey, Warner, Coleman & Goggin)

Ms. Nahmani will speak about her experiences with expert witnesses and share her knowledge regarding locating, utilizing and working effectively with expert witnesses. Issues covered will include determining what makes an expert a good fit; resources for locating an expert; experts and trial; potentially sensitive issues; and general tips for the paralegal on how to work with experts.

Advanced: The Strategy of Medical Records Review: How To Organize Your Thinking Before Review And Summary

(Presented by Mindy Cohen, RN (Mindy Cohen & Associates))

Do you review records in a way to support or negate the damages/value of your case? When you have a stack of records in front of you what do you look for in terms of liability? This seminar will help the experienced paralegal fine tune how to organize her/his thinking in a conceptual way when reviewing medical records in your case. Great seminar for either plaintiff or defense paralegals.

Session II Seminars 10:30 – 11:45 AM

Beginner: Paralegal Toolbox – The Art of Organization

Presented by Maureen T. Garrett, Paralegal (Marshall, Dennehey, Warner, Coleman & Goggin) and Sue Merewitz, NJCP (Law Offices of Thomas J. Wagner)

Experienced paralegals will share tips on how to get and stay organized in the daily workflow of a busy paralegal. Some of these tips will include: what to do when you feel overwhelmed; how to take advantage of down time; having needed information at your fingertips; finding and utilizing all of your resources to free up time for larger projects; etc.

Intermediate: Employment Law

Presented by Thomas Holland, Esquire (The Law Office of Thomas More Holland)

What are the latest developments regarding retaliation, administrative exhaustion, and sexual harassment? How much do you know about FMLA and ADA acts? Attend this session and get up to speed on these hot topics in employment law and get all of your questions answered.

Advanced: Getting Ready for Trial; Uses for Trial Notebooks and More

Presented by Donna Colarulo, RP (Raynes McCarty)

This session will discuss the paralegal's role in the preparation for trial. The focus will be on the importance of gathering and organizing documentation from the onset of the case through the time of trial. This session will also provide insight into the paralegal's key role in preparing the exhibits for presentation at trial. The session will incorporate preparation for complex personal injury and medical malpractice cases.

Session III Seminars 12:50 – 2:10 PM

Beginner: Do You Know What You Are Getting Yourself Into? An Interesting Perspective on the Role of the Family Law Paralegal.

Presented by Julie Freeman Burick, Esquire (Adinolfi & Lieberman, PA)

If you intend to be a family law paralegal, this program will give you a crash course in what you need to know to navigate the various forms of family law cases including divorce, custody, support, and domestic violence matters and give you hot tips on the do's and don'ts and tricks of the trade in this ever-evolving area.

Intermediate: Helpful Application for legal professionals

Presented by Eric Dakari, Esquire (Stark & Stark)

Mobile-device technology continues to drive the way legal professionals interact and work. Mobile-device applications, more commonly known as “apps,” enable legal professionals to access, manipulate, and present information and documents at any time. By selecting the right apps, legal professionals develop a more responsive, productive, and effective practice. No matter the type of device available, this seminar will help legal professionals select the right apps for improving their practice.

Advanced: Bankruptcy and how it affects other areas of the law

Presented by The Honorable Judith Wizmur (ret.)

Did you know that the federal bankruptcy laws can affect nearly every area of law? To be discussed at this session will be the impact of the bankruptcy laws, particularly the automatic stay, on such areas as family law, personal injury actions, general litigation and criminal law. As well, special requirements imposed by the Bankruptcy Code for retaining counsel, approving settlements and approving counsel fees will be discussed.

Session IV Seminar 2:15 – 3:30 PM

All Attendees: Ethics from the Paralegal Perspective: The 3 Rs

Presented by Valerie A. Wilus, RP, Pa.C.P. (Hangley Aronchick Segal Pudlin & Schiller)

Responsibility, Rules and Reality. These are the top 3 issues that paralegals face on a daily basis. Ms. Wilus will delve into these topics that are so critical to the success of the individual paralegal and his or her role on the legal team. Real world hypotheticals will also be discussed to assist paralegals navigate our daily ethical responsibilities in a clearer way.

DIRECTIONS to Doubletree Suites by Hilton, 515 Fellowship Rd., Mt. Laurel, NJ:

From NJ Turnpike-take exit 4 follow RT 73 N, 100 yards to first traffic light at Fellowship Road. Turn right onto fellowship Rd. Proceed 1/4 mile to hotel on the left.

From I-295 take Exit 36A. At 1st light (Fellowship Road) take jug handle on right onto Fellowship Road N, and cross over Route 73 onto Fellowship Road. At 1st light (.25 miles) turn left.

RT 73 North turn right at light onto fellowship Rd. Proceed 1/4 mile to hotel on the left.

RT 73 South at light take jug handle on right onto Fellowship Road N, and cross over Route 73 onto Fellowship Road. At 1st light (.25 miles) turn left.

NEED MORE INFO ON THE CONVENTION?

General Questions: Dawn Moskalow, NJCP, Convention Chair

856-528-4494

continuingeducation@sjpparalegals.org

South Jersey Paralegal Association

Proudly Sponsors the

Paralegal Educational Symposium

REGISTRATION FORM

Convention Date - Friday, April 1, 2016

Pre-Registration Accepted Through March 23, 2016

REGISTRATION FEE: \$75.00

AT DOOR REGISTRATION - ADDITIONAL \$5.00

At door registrants welcome - however, seminar availability cannot be guaranteed.

Please supply information for each registrant (attach duplicate forms for multiple registrants)

All of the following information is required. Please print or type clearly.

NAME _____ WORK PHONE _____
 HOME ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____
 HOME/CELL PHONE _____ EMAIL _____
 FIRM/EMPLOYER/SCHOOL NAME _____

 FIRM/EMPLOYER/SCHOOL ADDRESS

MEMBER OF SJPA (Yes or No) _____

MEMBER OF ANOTHER ASSOCIATION (Yes or No; Name if Yes) _____

Place an "X" on the line to the left of the program for each session that you would like to attend.

PLEASE SELECT ONLY ONE SEMINAR FROM EACH SESSION!!!

<i>"X" next to seminar chosen</i>	Session I 9:00 - 10:15 AM	<i>"X" next to seminar chosen</i>	Session II 10:30 - 11:45 AM	<i>"X" next to seminar chosen</i>	Session III 12:50 - 2:10 PM	Session IV 2:15 - 3:30 PM
TOPIC #BEG-1 _____	<i>Beginner:</i> Navigating through County Procedures in PA	TOPIC #BEG-2 _____	<i>Beginner:</i> Paralegal Toolbox: The Art of Organization	TOPIC #BEG-3 _____	<i>Beginner:</i> Family Law for Beginners	Ethics from the Paralegal Perspective: The 3 R's (All Convention Attendees)
TOPIC #INT-1 _____	<i>Intermediate:</i> You need me to find what type of expert?	TOPIC #INT-2 _____	<i>Intermediate:</i> Employment Law	TOPIC #INT-3 _____	<i>Intermediate:</i> Helpful IT Apps for Legal Professionals	
TOPIC #ADV-1 _____	<i>Advanced:</i> The Strategy of Medical Records Review	TOPIC #ADV-2 _____	<i>Advanced:</i> Getting Ready for Trial: Trial Notebooks	TOPIC #ADV-3 _____	<i>Advanced:</i> Bankruptcy and how it effects other areas of law	

For any Dietary Restrictions - Please contact Convention Chair, Dawn Moskalow or note same here:

REGISTRATION FORM TO BE MAILED WITH CHECK

Overnight Guests - Please see our website at www.sjpparalegals.org for nearby hotels.

Mail Registrations and check payable to:
 "South Jersey Paralegal Association"
 ATTN: Paralegal Educational Symposium
 PO Box 355, Haddonfield, NJ 08033

(Returned Check Charge: \$25.00 fee plus administrative charge for each.)

Initial mailer