

Paralegal Litigation Skills: Managing Civil Discovery

Effectively support civil cases using superior discovery skills.

Atlanta, Georgia
October 29, 2007

Intermediate Level Seminar

CREDIT: NALA - 0.6 | NFPA - 6.0



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Important Details

October 29 - Atlanta - Cobb Galleria Centre

Two Galleria Parkway, Atlanta GA 30339 - 770-955-8000

Time

Registration - 8:30 - 9:00 am

Program - 9:00 am - 4:30 pm

Complimentary snacks and refreshments are provided - Lunch is on your own.

Registering

Pre-registration is encouraged. If you need to register at the door, you may wish to call us first to confirm availability and to receive information regarding schedule or location changes.

Mail - registration form on back of this brochure

Phone - 800-793-5274

Fax - 715-835-7488

Online - www.ipe-sems.com

Tuition - \$279 for the first registrant, \$269 for each additional registrant - a savings of \$10!

Directions & Parking: To obtain directions and parking information, please contact the facility listed above.

FREE Reference Manual

Paralegal Litigation Skills: Managing Civil Discovery

Your learning doesn't end with the conclusion of the seminar presentation. With our comprehensive course manual, written specifically to accompany each program, you'll have all the information you need right at your fingertips. This manual, included with your tuition, allows you to take the seminar back to the office with you!

Audio Recordings

This seminar will be recorded in its entirety. If you can't attend, you can still obtain the benefits of the information provided by purchasing the manual and CD. See the registration form to order. If you wish to receive the cassette tape instead of the CD, please contact us at 800-793-5274.

Cancellation - Register today at no risk! If your plans change later and you can't attend the program just call and let us know.

Credit Information

NALA - 0.6

This seminar meets the requirements of the Certifying Board for Legal Assistants of the National Association of Legal Assistants, Inc., for 0.6 units, including 0.0 ethics, of continuing legal assistant education credit required to maintain the CLA (Certified Legal Assistant) credential.

Self-Study credit is available.

NFPA - 6.0

This seminar has been approved by The National Federation of Paralegal Associations, Inc. (NFPA) for 6.0 hours of Continuing Legal Education, including 0.0 hour of ethics.

Self-Study credit is available.

The specific continuing education credit(s) listed above are for attending the live seminar. The credits may or may not apply for the audio version of this seminar. Please check with your credit board for details.

For additional questions regarding education credits please contact us at **866.240.1890**.

Why Institute for Paralegal Education

For over 10 years, the Institute for Paralegal Education (IPE), a division of NBI, Inc., has provided legal education to paralegals, legal office staff, law students, new attorneys or those beginning work in a new area of practice. We stand by our promise to provide skill-based education intended to enhance the professional abilities of those responsible for the hands-on-work in law offices and businesses. If you are searching for practical ways to apply legal knowledge to your professional tasks, IPE is the training source for you.

Our sister company, National Business Institute (NBI), has provided legal education for over 20 years. Through NBI, we work to serve seasoned paralegals and legal staff, attorneys at all practice levels, and all other business professionals by providing the essential training needed to navigate legal waters found in both the business community and during the practice of law. When your professional demands require that you have a comprehensive understanding of legal principles, tools and techniques, NBI is the educational source for you.

Our commitment to your success is what drives our daily activities, and we're confident that you'll find the training and education that best meet your professional objectives and skill sets. When you train with IPE and NBI, you not only make an investment in your career, but you also make an investment in yourself.

What You Will Learn

HOW DISCOVERY IS BEING IMPACTED BY CASE LAW AND RULE CHANGES

Teresa Cuk, 9:00 - 9:45

- A. Updates and Comparison of Federal and State Rules
- B. E-Discovery FRCP Rule Revisions
- C. Case Law Supporting Specific Discovery Issues

WHY E-DISCOVERY (EDD) CAN GIVE YOU THE EDGE IN YOUR NEXT CASE

Paul Robert Koster, 9:45 - 10:45

- A. Creating an E-Discovery Management Plan
- B. E-Document Requests and Disclosures
- C. Computer Forensics - How to Collect, Preserve and Analyze Critical Information

TECHNOLOGY'S ROLE IN THE DISCOVERY PROCESS

Nilsa Moreno, 11:00 - 12:15

- A. Increasing Productivity and Organizational Efficiency Through the Use of Technology
- B. The New E-Discovery Rules and Strategies for Identifying and Preserving Electronic Discovery

PROJECT MANAGEMENT SKILLS - BEST PRACTICES TO MAXIMIZE OPPORTUNITIES AND CONTAIN COSTS

William C. Gentry, 1:15 - 2:45

- A. Understanding the Strategic Plan for the Case
- B. Establishing Goals and Timelines for Discovery
- C. How to Effectively Track Progress

DISCOVERY PROBLEM SOLVING - CIRCUMVENTING SNAGS IN THE PROCESS

William C. Gentry, 3:00 - 4:30

- A. Retention and Spoliation Issues
- B. Inadvertent Disclosure of Privileged Material
- C. 'Corruption' and Other Problems Presented by E-Documents
- D. Non-Production and Other Discovery Violations

* If needed, the above agenda may be changed to best accommodate all our attendees.

Who'll Be There

This **intermediate level seminar** will provide paralegals, legal assistants and other legal staff with the tools needed to effectively conduct civil discovery.

Your Satisfaction is 100% Guaranteed.

We're so confident that this seminar will provide you with practical, valuable information that we back it up with an unconditional guarantee. If you're not completely satisfied, let us know and you'll receive a full refund.

Register Today! 1-800-793-5274

www.ipe-sems.com

Who Will Teach You

TERESA CUK is a paralegal, assisting in gathering information to properly prepare cases, and in litigation support once suit is filed for the Atlanta law firm of Pope, McGlamry, Kilpatrick, Morrison & Norwood, LLP. She has more than 16 years of litigation experience, working primarily on cases involving personal injury, trucking litigation, business and consumer litigation, and medical malpractice. In 1983, Ms. Cuk was selected as one of two individuals from the State of Arkansas to serve as a congressional intern for Congressman John Paul Hammersmidt and U.S. Senator David Pryor. While serving as an intern, she attended the University of The District of Columbia, majoring in political science. After completing her internship, she acquired her paralegal certification from East Texas State University. Ms. Cuk is an active paralegal member of American Association for Justice and the Georgia Trial Lawyers Association.

WILLIAM C. GENTRY is a partner for Gentry, Smith, Dettmering, Morgan & Schnatmeier, LLP, in Marietta, Georgia. He has been practicing law since 1986 and practices in the areas of automobile accidents, wrongful death, personal injury, and workers' compensation and family law. In March 2000, Mr. Gentry was elected president of the Cobb County Bar Association for 2001-2002, an organization of more than 700 fellow Cobb County lawyers and judges. In June 2002, he was presented with the President's Cup by the State Bar of Georgia for the finest local bar association in the State of Georgia. Mr. Gentry has argued numerous cases in both state and federal courts in Georgia, and he has handled dozens of appeals in Georgia's Supreme Court and the Court of Appeals and the 11th Circuit U.S. Court of Appeals in Atlanta. He is a member of the Cobb County Bar, the State Bar of Georgia and the Georgia Trial Lawyers Association. Mr. Gentry earned his B.A. degree from the University of Virginia, where he graduated Phi Beta Kappa from the prestigious Economics Honors Program. He worked as an aide in the United States House of Representatives in Washington D.C. for two years before earning his J.D. degree from the University of Georgia.

PAUL ROBERT KOSTER is managing partner of the Atlanta law firm of Daley, Koster & LaVallee, LLC, where he focuses his practice on the areas of employment law, government liability, governmental relations and appellate litigation. He has been named a Georgia Super Lawyer Rising Star for two consecutive years. Mr. Koster is a former attorney for the United States Court of Appeals for the D.C. Circuit and former member of the faculty at Emory University School of Law. He is admitted to the bars of Georgia, Maryland, the 5th, 11th, D.C. Circuits and the United States Supreme Court. Mr. Koster earned his J.D. degree, magna cum laude, from the Catholic University of America in Washington, D.C.

NILSA MORENO is the owner of Assisting Counsel, LLC, in Columbia, where she works as a consultant in case management, practice management and litigation support. She is a CT Summation Certified Trainer and has completed the necessary requirements for a COMP TIA's Certified Technical Trainer CTT. Ms. Moreno has lectured on training paralegals and attorneys in summation, practice management, litigation support, and case management. Her experiences include 12 years as a case manager in litigation and education in legal administration. Ms. Moreno earned her B.A. degree in social sciences and will complete her Masters of Science in legal administration in December of 2007. She is currently a member of National Association of Legal Assistants.

Why You Need to Attend

Conscientious, thorough discovery is the foundation for a good case – and you play an important role in this phase of the civil trial process. Core competency in research and organization is crucial, but if you want to take on more sophisticated tasks, you need to know not only how to conduct discovery, but also understand the theory behind it. If you're interested in taking your civil discovery skills to the next level while increasing your value and influence on your firm's civil trial team, join us for an in-depth look at this important phase of the process.

This unique seminar will give you proven techniques – used by seasoned paralegals – to efficiently gather the relevant information needed to substantiate cases. After attending, you'll be able to incorporate the latest case law findings into your work practices. Give cases the competitive edge with strategic e-discovery methods. Examine the increasing role that technology will play in your discovery efforts in the near future – and for years to come. Save the firm time and money with effective project management skills. Troubleshoot the obstacles and challenges you'll encounter using specialized civil discovery problem-solving skills. Increase your productivity and advance your knowledge – enroll in this important seminar today!

- Enhance your organizational efficiency by using technology to develop and track cases.
- Streamline your work by creating an e-discovery management plan.
- Establish goals and timelines that fit within your overall case strategy.
- Successfully collect, preserve and analyze key information gathered during e-discovery.
- Apply the new Federal Rules of Civil Procedure.

Reading and Reference *Bookstore*

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Our audio recordings and seminar manuals are:

- prepared and delivered by experienced professionals
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To order any of the following items, please order online at www.ipe-sems.com. Materials usually ship within five business days. All manuals listed below are from our sister company NBI. New IPE manuals are coming soon!

Audio Recording & Manual - \$199 | Manual - \$99

E-Discovery: Get Ready to Apply the New FRCP Changes

© December 2006 - 162 pages (FP36484)

The date is approaching fast: on December 1, the updates to the Federal Rules of Civil Procedure regarding e-discovery go into effect. These changes will have a decided impact on how you conduct discovery within your practice. Revision to Rules 16, 26, 33, 34 and 37 of the FRCP mean that what was once a best practice will become potential malpractice if you aren't properly using and applying these changes. The effective date is right around the corner – do you have the knowledge and skills you need to implement them within your practice? These reference materials provide both information-based and skill-based training so you'll know exactly what the rules are – and how to follow them to avoid sanctions. With e-discovery and computer forensics becoming more commonplace, you need to sharpen your understanding and confidently tackle the challenges that will arise when untangling the complexities of technology. From the convenience of your office, you'll gain a concise understanding of the exact meaning of the new rules, and gain the application skills necessary to incorporate the rules into your day-to-day practices. You'll also get practical strategies for advising clients on proper e-document retention procedures that will safeguard their companies and make your job easier. If e-discovery and computer forensics are on your radar, these materials are a must for your professional library – order today!

By: Gregory L. Fordham, John B. Gamble Jr. and Scott P. Hilsen.

Effectively Using Medical Evidence in Court

© August 2006 - 204 pages (FP33414)

You know that medical cases often present a complex picture of the events in question. Putting together a convincing case can sometimes be like solving a puzzle. You need to find the right pieces to make the picture clear for the jury, but first you have to comprehend the pieces yourself. Not only do you have to understand complex medical records, you also have to know how to choose and effectively work expert testimony into your case. Our distinguished authors help you identify and understand vital medical records so you can effectively integrate them into your trial preparation strategy. They'll also share practical tips for choosing the right medical expert and ways to get the most relevant testimony once the best expert is found. Explore how some of the hot button topics in medical cases - like DNA evidence – can affect the outcome of your case. Get tips from veteran medical litigators for powerful, persuasive presentation of medical evidence at trial. Come away with the information you need to present a clear picture to those deciding the fate of your client.

By: Eric J. Frisch, Mary Katherine Greene, Sean L. Hynes, Kevin P. Race and Robert D. Roll.

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Additional Resources & Seminar Formats

Customize Your Educational Experience - Training Solutions for Your Success

Online - Many NBI, Inc. seminars can be found online at West LegalEdcenter. When working online you'll be able to enjoy the same great quality as our live seminars all from the convenience of your office or home.

In-House - Customizable, Convenient, Cost-Efficient and Current. Have any of our seminars brought to your facility on a schedule that works for you!

Audio Recordings and Manuals - Previously held NBI, Inc. seminars are available for purchase as audio CDs and written reference manuals. Reference manuals can be purchased in three different formats: downloadable PDF file – immediately accessible via our website, soft-bound manual or on CD-ROM. Visit us today at www.ipe-sems.com to choose from our extensive list of titles and stay abreast of the most important information in your field.

For more information on all additional resources and seminar formats from IPE, visit us on the web at www.ipe-sems.com today!

PARALEGAL LITIGATION SKILLS:
MANAGING CIVIL DISCOVERY

October 29 - ATLANTA

Tuition:

\$279 first registrant

\$269 each additional registrant - Save \$10

Does this confirm a phone or fax registration?

Yes No

Seminar Number
39782

Seminar Products (CD & Manual from live seminar):

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