

# ANNUAL paralegal SEMINAR

presented by the Virginia Trial Lawyers Association Paralegal Section



November 16, 2010

Richmond Marriott Hotel (downtown)

500 East Broad Street, Richmond VA 23219

(804) 643-3400

## Why You Should Attend This Program

Whether your work is personal injury, domestic relations or criminal defense, our program has a lot to offer you. Learn to do your job better and faster with advice from some of the state's most knowledgeable presenters!

- Find out how to prepare your attorneys to use new technology effectively in the courtroom
- Strengthen your ability to gather electronic evidence and ensure the security of your electronic files
- Get tips on increasing your value while avoiding ethical dilemmas, and hear how humor fits (or not!) in the office
- Get current on the latest domestic relations software developments
- Social media & confidentiality concerns are in the news: do you know all you should about them?
- Learn how to efficiently prepare for a criminal trial
- Network with other paralegals you might only know by phone!

Debra Powers, *The Susan Hicks Group*, Fairfax, Seminar Chair and Moderator

## Register Today!

Registration form included here or go to [www.vtla.com](http://www.vtla.com)

# agenda

- 8:30 Registration and Exhibits Open
- 8:45 Welcome and Opening Remarks  
Debra Powers
- 9:00 **Technology in the Courtroom**  
Wallace B. Wason, Jr., *Jones, Blechman, Woltz & Kelly*, Newport News  
Rob Choi, *MediVisuals*, Richmond
- 10:00 **Sherlock Holmes Goes Digital**  
Sharon D. Nelson, President & John W. Simek, Vice President, *Sensei Enterprises, Inc.*, Fairfax
- 11:00 Break
- 11:15 **Protecting The Crown Jewels - Your Law Firm's Data**  
Sharon D. Nelson & John W. Simek
- 12:15 Lunch - included in your registration fee  
VTLA's Paralegal Section will hold its annual meeting during lunch.
- 1:15 **Humor in the Workplace - The Do's & The Don'ts**  
Jaye L. Koch, ACP, & Kristi Hopkins, C.P., *Office of the Commonwealth's Attorney*, Virginia Beach
- 2:15 Break
- 2:30 **Ethics: Meeting Your Attorney's Demands While Protecting You, Your Attorney and Your Office**  
Joanna L. Suyes, *Marks & Harrison*, Louisa
- 3:30 Three Breakout Tracks -Domestic, Criminal, and Personal Injury  
take your pick, or move from one to another!
- Domestic  
**Using VADER (and other domestic relations software programs) Effectively**  
Daniel Lee Gray, *Cooper Ginsberg Gray*, Fairfax
- Criminal  
**How to Prepare Your Lawyer for Trial**  
W. Edward Riley, IV, *Riley & Wells*, Richmond
- Personal Injury  
**Social Media: the Tips & Pitfalls**  
David Brooks Hundley, *Hundley & Johnson*, Richmond
- 4:30 Adjournment

# 2010 paralegal seminar registration

Name \_\_\_\_\_

Name for Name Badge \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Day Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

e-mail address \_\_\_\_\_

*Registration fee includes seminar, lunch, coffee breaks and materials.*

## Seminar Fees:

*NEW THIS YEAR: Registration fee includes emailed materials sent prior to the seminar, and a CD of those materials at the seminar. To receive a photocopy at the seminar instead of a CD, please add \$15.*

VTLA Paralegal Member - \$150 \_\_\_\_\_

Non-Member Paralegal - \$175 \_\_\_\_\_

Attorneys  
VTLA Member - \$160 non-member - \$195 \_\_\_\_\_

Full-time Judge/Justice, Law School Dean, Legislator \_\_\_\_\_  
*gratis*

Law Student currently enrolled full-time - \$50 \_\_\_\_\_

Photocopy of materials (all categories), please add \$15 \_\_\_\_\_

TOTAL ENCLOSED \_\_\_\_\_

## Payment:

Check enclosed or Bill my  MasterCard  VISA  American Express

Card # \_\_\_\_\_

Exp. Date. \_\_\_\_\_ Security Code \_\_\_\_\_

Cardholder \_\_\_\_\_

Please make checks payable to VTLA and mail to:  
VTLA, 700 East Main Street, Suite 1400, Richmond, VA 23219  
804/343-1143 • 800/267-VTLA • 804/343-7124 (fax) • www.vtla.com

NOTE: Registration fee for a member of a Legal Aid or a Public Defender program or full-time local, state or federal government employee is one-half the standard fee.

Cancellation Policy: Written cancellations postmarked one week prior to the seminar will be refunded less a \$25 administrative fee. No refunds will be given for any cancellations after that date, but you will be mailed materials distributed at the seminar, or you may request that your registration fee be credited toward another VTLA seminar if you notify us in writing prior to the date of the program for which you registered.

On-site registration fees: Paralegal Member \$165 / Non-member \$190  
*On-site fees apply after noon on the day prior to the seminar.*

# 2011 paralegal membership application

*Please print or type*

Name \_\_\_\_\_

Firm Name \_\_\_\_\_

Office Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Office Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

e-mail address \_\_\_\_\_

*Any person who is employed as a legal assistant or paralegal by an attorney member in good standing (please provide name below) shall be eligible to become a paralegal member of this association. Paralegal members shall not be eligible to vote or to hold office in the association.*

*I have read the provisions above and hereby make application for Paralegal Affiliation.*

Signature \_\_\_\_\_

VTLA Sponsor (please print clearly) \_\_\_\_\_

Signature of VTLA Sponsor \_\_\_\_\_

## Other Information

How long have you been employed as a paralegal/legal assistant? \_\_\_\_\_

Please indicate the areas of practice and the percentage of your work devoted to each area (i.e., personal injury, 80%; domestic, 20%): \_\_\_\_\_

Are you a certified paralegal or have advanced training as a paralegal? \_\_\_\_\_

## Please check membership type (select one)

Membership dues paid with this seminar extend through December 31, 2011.

- Regular Paralegal Membership \$90
- Regular Membership PLUS membership in VTLA Paralegal Section \$115
- Public Service\* \$75
- Public Service\* Membership PLUS membership in VTLA Paralegal Section \$100  
\* full-time employee of federal, state or local government, legal aid or public defender program

## Payment Options

Check enclosed for paralegal membership annual dues (made payable to VTLA)

Charge to:  VISA  MasterCard  American Express

Card No. \_\_\_\_\_ Security Code: \_\_\_\_\_

Exp. Date \_\_\_\_\_ Cardholder \_\_\_\_\_

Make checks payable to and mail to:  
VTLA, 700 East Main Street, Suite 1400, Richmond, VA 23219