



Presents:

**Our First Annual Full Day
Paralegal Educational Symposium**

**FRIDAY, MARCH 30, 2012
8:00 AM – 4:00 PM**

**The Enterprise Center at BCC
(on the Mt. Laurel Campus of Burlington County College)
3331 Route 38
Mount Laurel, NJ 08054**

*Easily accessible from Cherry Hill, Atlantic City and Trenton, NJ areas
as well as Philadelphia and Delaware*

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

SCHEDULE OF EVENTS

- 8:00 AM** Check In and Walk-In Registration
*Continental Breakfast***
****VENDOR FAIR****
- 8:45 AM** Opening Remarks
- 9:15 – 10:15 AM** Session I Seminars:
So Now What?! Tips for Landing an Entry Level Paralegal Position
Maxwell Smart: The Paralegal Detective
Trademarks, Copyrights and Patents – Oh My!
- 10:30 – 11:30 AM** Session II Seminars:
Discovery: Soup to Nuts
ADR: There's More Than One Way to Get Results
“Pray for Peace, Prepare for Trial.”SM – Trial Prep for the Paralegal
- 11:45 – 1:00 PM** *Hot Buffet Lunch***
****VENDOR FAIR****
- 1:15 – 2:15 PM** Session III Seminars:
Introduction to Search Engines
Legal Research and Writing: Beyond the Basics
Trial Technology: Bringing a Case to Life Through Power Point
- 2:30 – 3:30 PM** Session IV:
Paralegal Ethics: Inside and Outside the Office
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.*

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

9:15 – 10:15 AM

Beginner:

So Now What?! Tips for Landing an Entry Level Paralegal Position

Presented by Gerry Grandzol (Senior Director, local Placement Agency)

You're a new paralegal and want to break into the profession. Tips will include internet job searching; how to network; resume and interviewing tips; expectations for a first or entry level position; salary expectations; temporary positions; recruiters vs. placement agencies; AND what NOT to do including: outdated job searching/interviewing techniques.

Intermediate:

Maxwell Smart: The Paralegal Detective

Presented by Jonathan Gallant, CFE (Private Investigator)

Impress your attorney and learn free and low cost ways to locate people/assets both via the internet and offline. Other areas to be addressed include: What info is NOT available to the general public & what is ONLY available by utilizing a PI? How to find corporate info and agents for process service? Cost effectiveness of in-office paralegal investigation vs. hiring a private investigator.

Advanced:

Trademarks, Copyrights and Patents – Oh My!

Presented by David Sprong, Esquire

Intangible Assets such as Intellectual Property have become the main assets of many businesses. This session will help you navigate the world of IP. Learn the differences between a copyright, trademark, service mark and patent from an expert as well as touch on the difference between domestic and international law in this area.

Session II Seminars

10:30 – 11:30 AM

Beginner:

Discovery: Soup to Nuts

Presented by Melissa J. Brown, Esq. and Rebecca Watson, NJCP

What is a Case Management Order? How do you know what info to include in interrogatory answers? Why and when to file a discovery Motion? This seminar will cover all aspects of discovery from case inception to pre-trial from both the perspective the attorney and paralegal.

Intermediate:

Alternative Dispute Resolution (ADR): There's More Than One Way to Get Results

Presented by Steven Antinoff, Esq.

Voluntary vs. Mandatory? Arbitration vs. Mediation? Binding vs. Non-binding? What role, if any, do witnesses, experts and parties play, during each of these? Also learn when/why to choose ADR, how to choose an arbitrator or mediator and how to prepare for same vs. preparing for a trial.

Advanced:

"Pray for Peace, Prepare for Trial."SM – Trial Preparation for the Paralegal

Presented by Richard Grungo, Jr., Esquire

This presentation will provide both practical and technical information to assist paralegals in preparing for trial from the inception of the case through discovery. Tools and tips will be explored to help paralegals fulfill the critical role they play on the trial team.

Session III Seminars

1:15 – 2:15 PM

Beginner:

Introduction to Search Engines

Presented by Kim Walker, RP (Co-Chair of the Technology Committee at Phila. Assoc. of Paralegals)

The various search engines will be discussed (Google, Yahoo, Dogpile, etc.); what types of search results can be expected from each search engine; the best way to search for different info; and much more.

Intermediate:

Legal Research and Writing: Beyond the Basics

Presented by Joseph Zavaglia (Brookdale College)

There are two sides to every story. This session will focus on using your analytical skills when researching and writing. It will also provide a refresher on binding vs. persuasive authority and will be presented by a college professor.

Advanced:

Trial Technology: The Paralegal's Role in Bringing a Case to Life Through Power Point

Presented by David Wright, Esq., Cynthia Gentile, JD (Peirce College) & Judy Alvelo, NJCP

Here's how to step up your game as a seasoned litigation paralegal and make yourself invaluable to your attorney and firm. Advanced features of Power Point will be presented along with a Mock Trial Closing showcasing the paralegal's role throughout.

Session IV Seminar

2:30 – 3:30 PM

All Attendees:

Paralegal Ethics: Inside and Outside the Office

Presented by Robert Hrouda, RP (VP & Director of Positions and Issues, National Federation of Paralegal Associations)

A variety of unusual as well as typical ethical situations will be discussed. So come armed with your questions! Some areas to be covered will be answering client questions; confidentiality (records and other client information); duty to inform; safekeeping property as it pertains to financial transactions and bookkeeping; perspective clients and paralegals who participate in initial consults; signing correspondence; and much more.

DIRECTIONS:

The Enterprise Center at BCC
(on the Mt. Laurel Campus of Burlington County College)
3331 Route 38, Mount Laurel, NJ 08054
856-778-4934

From 295 North: Take Exit 40A off 295 N onto Rt. 38 E. Proceed approx. 1 mile and follow signs for Hartford Rd. North. Stay in right lane (you will have to take a U-turn/jug handle.) After U-turn you will be at the light facing Rt. 38. Make a left on to Rt. 38 West. Entrance to BCC/The Enterprise Center will be on your right. Convention is in the Votta Pavilion.

From 295 South: Take Exit 40 off 295 S onto Rt. 38. Follow signs for and turn onto Rt. 38 E. Continue on Rt. 38 E toward Hartford Rd. North. Follow directions above from Hartford Road North above.

From North NJ/NJ Turnpike: Take Turnpike South to Exit 5 toward Burlington/Mt. Holly. Turn right onto Burlington-Mt. Holly Rd/CR-541 S. Turn slight right onto CR-541 S/Mt Holly Bypass. Turn right onto Rt. 38 W and follow 295 S directions.

From Garden State Parkway/AC Expressway: Take the GS Parkway North, then the AC Expressway West toward Camden/Phila. Off the AC Expressway, take Exit 31 (Rt. 73 N) toward Winslow/ Blue Anchor. Take Rt. 73 N approx. 21 miles to Rt. 295 N. Continue on 295 N to Exit 40A, then follow 295 N directions above.

Lodging is available at nearby hotels. Please see our website at www.sjparalegals.org for a complete list.

NEED MORE INFO ON THE CONVENTION?

General Questions: Dawn Moskalow, NJCP, Convention Chair

856-354-3097

continuingeducation@sjparalegals.org



South Jersey Paralegal Association

Proudly Sponsors Our First Annual Full Day

Paralegal Educational Symposium

REGISTRATION FORM

Convention Date – Friday, March 30, 2012

Pre-Registration Accepted Through March 27, 2012

REGISTRATION FEE: \$65.00

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 _____

HOME 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!!!

"X" next to seminar chosen	Session I 9:15 – 10:15 AM	"X" next to seminar chosen	Session II 10:30 – 11:30 AM	"X" next to seminar chosen	Session III 1:15 – 2:15 AM	Session IV 2:30 – 3:30 PM
TOPIC #BEG-1 _____	<u>Beginner:</u> Tips for Landing an Entry Level Paralegal Position	TOPIC #BEG-2 _____	<u>Beginner:</u> Discovery: Soup to Nuts	TOPIC #BEG-3 _____	<u>Beginner:</u> Introduction to Search Engines	Paralegal Ethics: Inside and Outside the Office (All Convention Attendees)
TOPIC #INT-1 _____	<u>Intermediate:</u> Maxwell Smart: Paralegal Detective	TOPIC #INT-2 _____	<u>Intermediate:</u> ADR: There's More Than One Way to Get Results	TOPIC #INT-3 _____	<u>Intermediate:</u> Legal Research and Writing: Beyond the Basics	
TOPIC #ADV-1 _____	<u>Advanced:</u> Trademarks, Copyrights and Patents – Oh My!	TOPIC #ADV-2 _____	<u>Advanced:</u> "Pray for Peace, Prepare for Trial." SM – Trial Prep	TOPIC #ADV-3 _____	<u>Advanced:</u> Trial Technology: Power Point	

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.sjparalegals.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.)