



VADA Paralegal Seminar

4th Floor Conference Room at Dominion Tower

999 Waterside Drive, Norfolk, VA 23510

June 28, 2017

Draft Agenda

9:30-10:00 Registration Check in

10:00-10:05 Welcoming Remarks

10:05-11:00 Who's Who? How to Effectively and Efficiently Research Jurors

This session will address topics such as where to look for juror information, what information is relevant and important, and best formats for organizing juror information for the trial attorney.

11:00-11:45 The Rules of Engagement: Primer on Federal and State Court Rules

This session will address topics such as where to find applicable rules, most used rules, recent changes to rules, and how to find local rules and customs.

11:45-1:15 Lunch on Your Own (*The new Waterside Marketplace is steps away*)

1:15-2:00 Tips and Best Practices for Assisting with Document Review & Production

This session will address tips and best practices for reviewing documents, checklist for document review and production including what to do when the documents first come in, and how to organize them and prepare them for production.

2:00-3:00 Trials 101: A Paralegal's Role in Trial Prep and Trial

This session will address how to work up a case before trial, what's needed as you approach trial, and the paralegal's role as air traffic controller during trial.

3:00 Adjourn



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Registration Form

Register early, as slots fill up quickly.

STEP 1 (REGISTER): Email this form to Amy Gilbody at agilbody@vada.org, and then:

STEP 2 (PAYMENT):

Credit Card: Pay online: www.vada.org/payment.php (Visa/MC ONLY-NO AMEX)
(Enter "Paralegal 2017" in the "In payment for" field)

Checks: (payable to VADA) VADA-Paralegal
1915 Huguenot Road, Ste. 301
Richmond, VA 23235

Fee: \$100 (includes validated parking in the Lanier Parking Deck in Dominion Tower)

Full name: _____

Nickname (for Nametag): _____

Firm: _____

Street: _____

City State Zip: _____

Phone: _____

E-mail: _____

Cancellations honored until 6/21, minus a \$25 service fee.
No refunds after 6/21. Substitutions are welcome at any time.
Business attire is recommended.

Questions? Contact VADA Dir. of Meetings, Amy Gilbody at agilbody@vada.org or (804) 402-6788