



Civil Defense Skills for Virginia Paralegals

September 10, 2026

Bartizan Event Hall at West Broad Village
Short Pump, Henrico

Approved by NALA for 6 total CLE hours, distributed into the following categories:

Legal Ethics CLE hours: 0.75

Non-substantive CLE hours: 3.25

Substantive CLE hours: 2

Technology CLE hours: 0

Learning Objectives

Participants will learn to:

- Understand the key stages and rules of Virginia civil litigation
- Improve discovery management and document organization
- Support attorneys in depositions, technology, and trial preparation
- Develop strategies for wellness, work-life balance and making ethical decisions
- Learn practical workflows used in civil defense firms

9:45 AM - 10:00 AM Registration and Coffee

10:00 AM – Welcome

Rachel Horvath, Esq., *Piedmont Liability Trust*, VADA President

10:00 AM – 11:00 AM Virginia Civil Litigation Overview for Paralegals

Topics:

- Overview of the Virginia court system (General District Court, Circuit Court, and Federal Courts)
- Civil litigation timeline in the various courts
- Key Virginia procedural rules and court nuances in Virginia and where to find them
- Case timeline in defense litigation

Steve Armstrong, *University of Richmond School of Professional & Continuing Studies*

Jessica Glickman, *Moran Reeves Conn*

Phylcia A. Preston, Esq., *The Progressive Group*, VADA Women's Section Chair

11:00 AM – 11:15 AM Break and Sponsor Visits

11:15 AM – 11:45 AM Tips for Capturing Your Billable Hours, and Getting Them Paid

Topics:

- Strategies for capturing more billable time and reducing lost time throughout the workday
- Best practices for drafting effective time entries that comply with client/carrier billing guidelines
- Common billing pitfalls to avoid, including block billing, vague descriptions, and duplication of effort
- Tips for improving collections and reducing write-offs by demonstrating value and case progress

Kathryn Bonorchis, Esq., *Lewis Brisbois Bisgaard & Smith*, VADA Potomac Regional Director

Stanley P. Wellman, Esq., *Harman Claytor Corrigan & Wellman*, VADA Past President

11:45 AM – 12:45 PM Discovery Management, Document Control, and Technology

Topics:

- Virginia discovery rules
- Interrogatories
- Requests for production
- Requests for admission
- Subpoenas and records requests
- Managing large document productions
- Obtaining medical records and medical records organization

Spencer Allen, Esq., *Frith Anderson + Peake*

Gracemarie Braunberg, *Planet Depos*

Ashley Ferns, *Frith Anderson + Peake*

Landon Roberts, *Planet Depos*

12:45 PM – 1:30 PM Lunch and Sponsor Visits

1:30 PM – 2:15 PM Ethics & Professional Responsibility for Paralegals

Topics:

- Unauthorized practice of law
- Confidentiality, privilege, and communication with clients and witnesses
- Handling medical records
- Navigating work schedule flexibility, ethics, and performance in a hybrid environment

Jessica Glickman, *Moran Reeve Conn*

Cullen D. Seltzer, Esq., *Sands Anderson*

2:15 PM – 3:00 PM Wellness and Work-Life Balance for Paralegals

Topics:

- Practical understanding on how neuroscience can impact high stress performance
- Time management and workload prioritization techniques for managing heavy caseloads & deadlines
- Strategies for setting professional boundaries and managing expectations
- Tools for reducing stress
- Preventing, recognizing, and addressing burnout in high-pressure legal settings
- Maintaining work-life balance in both in-office and hybrid environments

Charles Inch, *Esq.*, *Inch Law*

3:00 PM – 3:15 PM Break and Sponsor Visits

3:15 PM – 4:15 PM Trial Preparation for Civil Defense Cases

Topics:

- Exhibit and witness lists
- Trial binders
- Jury instructions
- Motions in limine
- Technology in the courtroom
- Supporting attorneys during trial

Brian Coleman, *In2Trial*

Kim Davis, *Moran Reeves Conn*

Nia E. (Jones) White, *Esq.*, *Moran Reeves Conn*

4:15 PM – 4:45 PM Pearls of Wisdom Panelist Discussion

Topics:

- Top time-saving tips and productivity hacks
- The one mistake you should never make in litigation support
- Lessons learned from difficult cases and how to recover from mistakes
- Advice every new paralegal should hear
- Audience Q&A: "Ask the Panel Anything"

Abby Baker, *Beacon Hill Legal*

Nicole Hurley, *Monge & Associates*

Pam Khoury, *Hancock Daniel*

John Peterson, *Esq.*, *Hancock Daniel*, VADA Treasurer

4:45 PM – 6:00 PM Raffle and Networking Reception