

FRIDAY, MARCH 23, 2018

8:00 AM – 4:00 PM



DoubleTree Suites by Hilton Mt. Laurel
515 Fellowship Road, Mt. Laurel, NJ 08054
*Easily accessible from Cherry Hill, Atlantic City and Trenton, NJ areas
as well as Philadelphia and Delaware*

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SCHEDULE OF EVENTS

- 8:00 AM** Check In and Walk-In Registration
*Continental Breakfast***
****VENDOR FAIR****
- 8:30 AM** Opening Remarks
- 9:00 – 10:15 AM** Session I Seminars:
Differences Among NJ, PA, and Federal Courts for Paralegals
Putting Your Best Foot Forward: Networking on Social Media
15K PIP Limits, Health Insurance Primary and Appeals
- 10:30 – 11:45 AM** Session II Seminars:
Working as a Paralegal: A Roundtable Discussion
The Paralegal and Consumer Fraud: What Is It and What Is Involved?
Protecting Your Law Firm and Clients from a Targeted Cyber Attack
- 11:45 – 12:45 PM** *Buffet Lunch***
****VENDOR FAIR****
- 12:50 – 2:10 PM** Session III Seminars:
How to Deal with Difficult People in the Workplace
The Essentials of Education Law
Analyzing Medical Records for Paralegals
- 2:15 – 3:30 PM** Session IV:
Many a True Word is Spoken in: Jest, Anger, Fear, Haste and...
Ethical Issues to Avoid When Communicating within Your Legal World
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.*

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

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 9:00 – 10:15 AM

Beginner: Differences Among NJ, PA, and Federal Civil Courts for Paralegals

Presented by Warren S. Wolf, Esq. (Goldberg Wolf, LLC)

We will begin with an overview of the civil court systems in NJ, PA and federal practice. We will learn different filing procedures and requirements in each of the three court systems, including e-filing. As a result you will begin to understand the relationship between the state/ federal rules, local rules for each county/ district and standing orders and discuss different requirements and expectations on motions, discovery and communications with the court.

Intermediate: Putting Your Best Foot Forward: Networking on Social Media

Presented by Kimberly Rice (KLA Marketing) and Joyce Feinstein (Abelson Legal Search)

Join us for an uplifting and empowering program to learn practical and succinct ways to get and stay in touch with your existing network and grow an even more robust online network and professional reputation. You will learn to leverage LinkedIn to create the career of your dreams; establish thought leadership in your professional network; and enhance your credibility online and beyond.

Advanced: 15K PIP Limits, Health Insurance Primary and Appeals

Presented by David J. Karbasian, Esq.

We will discuss what to do when confronted with automobile policies with reduced PIP limits, less than the standard \$250K, such as \$15k, \$75k etc. We will also discuss how to deal with the problems that arise when your client has a health insurance primary policy and their medical providers do not take the client's health insurance or the health insurance carrier wants to be reimbursed for any medical bills they paid. Finally, we will discuss appeal issues that arise with the carriers with appeals as well as issues concerning clients attending PIP exams and examinations under oath.

Session II Seminars 10:30 – 11:45 AM

Beginner: Working as a Paralegal: A Roundtable Discussion

Presented by Debra Brigher; Nancy Seldomridge and Lisa Wagman

Participate in a roundtable discussion with working paralegals in both traditional and non-traditional positions. Learn about the different options available to trained and educated paralegals that may be outside of the norm of a traditional paralegal role.

Intermediate: The Paralegal and Consumer Fraud: What is It and What is Involved?

Presented by Dominic Simeone, Esq. (Simeone & Raynor)

Mr. Simeone will discuss the Consumer Fraud Act, its importance in the legal world, and the information needed to properly represent your client involved in such matters.

Advanced: Protecting Your Law Firm and Clients from a Targeted Cyber Attack

Presented by Larry J. Hershman and Kai Pfiester (Black Cipher Security, LLC)

Black Cipher Security, a digital forensics and incident response firm will share information about the most common cyber attack vector: email phishing. Hackers leverage human behavior to trick individuals to release valuable information. You will learn how social media is used to target phishing campaigns; identify features of a targeted phishing email; and what to do if you receive or click on a phishing email.

Session III Seminars 12:50 – 2:10 PM

Beginner: How to Deal with Difficult People in the Workplace

Presented by Kristin W. Kostrub (Weber Gallagher)

English actress Rebecca Hall once said “I want to make difficult people somehow relatable.” Difficult people in the work place can add strain to the already challenging job titles that we hold. We sometimes need to be a mediator, a voice of reason, the leader and even on some occasions a hall monitor. We will focus on the steps to making difficult people and situations “relatable” and the keys to getting along with our supervisors and co-employees.

Intermediate: Education Law and the Paralegal

Presented by Craig Becker, Esq.

Essential Special Education – an overview of essential issues that legal professionals must consider when starting a special education case or handling other matters that may affect special education, including IEP documents, time limitations, rights to student records, and standards of proof.

Advanced: Analyzing Medical Records for Paralegals: Creating Summaries and Chronologies

Presented by Sheri Nelson Oliano, Esq. (Amy F. Loperfido & Associates)

Medical summaries and chronologies are essential tools that attorneys use to understand the key elements of the case in a concise and logical manner. Identify the critical information you need to uncover that will be used to support the case theme. Learn about types of medical records, how to analyze medical records using the SOAP Format, how to keep Central Time of the case in mind while analyzing, and how to spot Red Flags in Medical Records and other Signs of Chart Tampering.

Session IV Seminar 2:15 – 3:30 PM

All Attendees: Many a True Word is Spoken in: Jest; Anger; Fear; Haste; and...

Ethical Issues to Avoid When Communicating within Your Legal World

Presented by Lori Hager, Esq. (Coughlin Duffy, LLP)

Modern modes of communication in the legal world have changed and with them our responsibilities to our clients, employers, court and colleagues have changed with them. Join Lori P. Hager, Esq. in a discussion regarding the paralegal’s ethical responsibilities with these new modes of communication. She will provide you with tips on how to avoid hasty responses, legal responses, and the general demands of your pressured filled office.

DIRECTIONS to Doubletree Suites by Hilton, 515 Fellowship Rd., Mt. Laurel, NJ:

From NJ Turnpike-take exit 4 follow RT 73 N, 100 yards to first traffic light at Fellowship Road. Turn right onto fellowship Rd. Proceed 1/4 mile to hotel on the left.

From I-295 take Exit 36A. At 1st light (Fellowship Road) take jug handle on right onto Fellowship Road N, and cross over Route 73 onto Fellowship Road. At 1st light (.25 miles) turn left.

RT 73 North turn right at light onto fellowship Rd. Proceed 1/4 mile to hotel on the left.

RT 73 South at light take jug handle on right onto Fellowship Road N, and cross over Route 73 onto Fellowship Road. At 1st light (.25 miles) turn left.

NEED MORE INFO ON THE CONVENTION?

General Questions: Deb Ferguson, NJCP, Convention Co-Chair
856-429-0325 X 227

Or

Dawn Moskalow, NJCP, Convention Co-Chair
856-528-4494

continuingeducation@sjparalegals.com

South Jersey Paralegal Association

Proudly Sponsors the

Paralegal Educational Symposium

REGISTRATION FORM

Convention Date – Friday, March 23, 2018

Pre-Registration Accepted Through March 11, 2018

REGISTRATION FEE: \$75.00

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 _____ ZIP CODE _____
 HOME/CELL 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 9:00 – 10:15 AM	"X" next to seminar chosen	Session II 10:30 – 11:45 AM	"X" next to seminar chosen	Session III 12:50 – 2:10 PM	Session IV 2:15 – 3:30 PM
TOPIC #BEG-1 _____	<u>Beginner:</u> Differences Among NJ, PA, and Federal Courts for Paralegals	TOPIC #BEG-2 _____	<u>Beginner:</u> Working as a Paralegal: A Roundtable Discussion	TOPIC #BEG-3 _____	<u>Beginner:</u> How to Deal with Difficult People in the Workplace	Many a True Word is Spoken in: Jest, Anger, Fear, Haste and... Ethical Issues to Avoid When Communicating within Your Legal World (All Convention Attendees)
TOPIC #INT-1 _____	<u>Intermediate:</u> Putting Your Best Foot Forward: Networking on Social Media	TOPIC #INT-2 _____	<u>Intermediate:</u> The Paralegal and Consumer Fraud: What Is It and What Is Involved?	TOPIC #INT-3 _____	<u>Intermediate:</u> The Essentials of Education Law	
TOPIC #ADV-1 _____	<u>Advanced:</u> 15K PIP Limits, Health Insurance Primary and Appeals	TOPIC #ADV-2 _____	<u>Advanced:</u> Protecting Your Law Firm and Clients from a Targeted Cyber Attack	TOPIC #ADV-3 _____	<u>Advanced:</u> Analyzing Medical Records for Paralegals	

For any Dietary Restrictions – Please contact Convention Chair, Dawn Moskalow or Deb Ferguson, or note same here:

REGISTRATION FORM TO BE MAILED WITH CHECK

Overnight Guests – Please see our website at www.sjparalegals.com for nearby hotels.

Mail Registrations and check payable to:
 "South Jersey Paralegal Association"
 ATTN: Jodi Zaharoni, NJCP
 Care of Stark & Stark
 PO Box 5315, Princeton, NJ 08543

(Returned Check Charge: \$25.00 fee plus administrative charge for each.)

Website

