



South Jersey Paralegal Association

P.O. Box 355
Haddonfield, NJ 08033

Hello Attendee!

Attached is your gateway to another year of wonderful seminars – all via our 2020 Paralegal Educational Symposium - to be held on *Friday, March 6, 2020!*

Whether you are new to the field, already have your feet wet, or are a seasoned paralegal, you will have the opportunity to advance your knowledge and earn CLE credits at the same time.

We will be providing a continental breakfast, a buffet lunch, and snacks throughout the entire day.

Our exhibitors will be providing valuable information on their services to take back to the office with you.

At the end of the day enjoy our Ethics seminar and best of all . . . door prizes!**

Mark your calendar for this exciting day and be prepared to further your knowledge and education in the fantastic world of being a paralegal!

So open this registration packet and sign up for *#PES2020* – you don't want to miss out!

Oh, and don't forget to bring your business cards for networking!

See you on March 6th!

Sincerely,

Betsy A. Lindenberg, NJCP
PES 2020 Committee Chair

Payments can be made via PayPal, VENMO, or check.

(SJPA is now able to accept electronic payments via PayPal. Please note the small transaction fee for their processing.)

QUESTIONS? Please contact me at blindenberg@earpcohn.com

PES 2020 SCHEDULE OF EVENTS

8:00 a.m.	Check-in and Walk-in Registration
8:00 - 8:30 a.m.	Continental Breakfast & Vendor Fair
8:30 a.m.	Opening Remarks
9:00 - 10:15 a.m.	Session I Seminars
10:30 - 11:45 a.m.	Session II Seminars
11:45 - 12:45 p.m.	<i>Buffet Lunch & Vendor Fair</i>
12:50 - 2:10 p.m.	Session III Seminars
2:15 - 3:30 p.m.	Session IV Seminar (All attendees) <i>Afternoon Refreshments</i>
3:30 p.m.	Closing Remarks <i>PRIZE DRAWINGS - You <u>must</u> be present to win!</i>

******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 from the National Federation of Paralegal Associations (NFPA)**

*****Dietary restrictions accommodated upon request.
Please contact PES Committee Chair for further information.
Beverages provided throughout the day***

Session I - 9:00am to 10:15am

Seminar A: Mindfulness for the Busy Paralegal

Presented by Harriet Stein (President, Big Toe in the Water, LLC)

Attendance at this presentation will allow paralegal professionals through *direct experience* to: Learn and implement tools that will enable them to join the conversation and address current strategies such as the focus on client satisfaction and retention; Be able to define how the practice of Mindfulness, and nonjudgmental awareness, supports active listening and problem solving; Explain how being able to increase self-awareness and move away from auto pilot, and to shift from a mindset of responding vs reacting, supports an environment where stress management skills are routinely needed to help paralegals deal with situations that are both unfamiliar and uncertain.

Seminar B: Immigration Law – An Inside Look

Presented by Nita Kundanmal, Esq. (Law Office of Nita Kundanmal, P.C.)

Ms. Kundanmal will present an overview of the basics of US immigration laws and the agencies, the paralegal's role in the immigration law office, legal research, practical tips, ethics and professionalism and unlawful practice of law.

Seminar C: Family Law - Motions in the Family Part

Presenters: Christina M. Fulton Groves, Esq. and Thomas J. Belitza, Esq. (Musulin Law Firm)

This presentation will address some specific advice on exhibits, protected information, Case Information Statements, where to file (partition, name changes, etc.). It will also include some hot topics/top advice on various elements of motion practice and new related rule changes.

Session II - 10:30am to 11:45am

Seminar A: Resumes, Cover Letters and Interviews

Presented by Shay Warren, HR Generalist (Stark & Stark)

Bring Your Resume and have it reviewed by an amazing HR generalist with one of the leading NJ law firms. Learn some tricks and tips to help make sure your resume, cover letter, and interviewing skills are at a level that will all but guarantee you your job as a paralegal.

Seminar B: Technology Based Evidence Presentation (iPad and Apple TV)

Presented by Joe Stathius, Esq. (Earl Uehling & Associates)

Lawyers and paralegals must be prepared to use a basic level of technology for opening statements, evidence presentation, and closing arguments during administrative, civil, and criminal proceedings. This presentation will teach you how to integrate Apple TV and iPads into the workplace and Courtroom.

Seminar C: A Paralegal's Role in Employment Law

Presented by Richard Swartz, Esq. (Swartz Swidler, LLC)

This presentation will be a basic overview of Employment Law, with an emphasis on the various roles paralegals undertake to greatly contribute to the success of an Employment Law focused practice.

Session III - 12:50pm to 2:10pm

Seminar A: Real Estate “Contracts to Closings”

Presented by Chandra Betner-Gray, Esq. (Betner-Gray Law Office)

Ms. Betner-Gray's presentation will address Sellers, Buyers and Investors in residential and commercial transactions, and how they differ; Checklists for both Buyers and Sellers. It will also include a review of drafting contracts, the repair and mortgage process through closing. Review of selling and purchasing without real estate agents. Also, learn the responsibilities and rights of both Landlords and Tenants.

Seminar B: Personal Injury – A View From the Other Seat

Presented by Melissa Bishop, Esq. (Law Offices of Francis D. Mackin)

This presentation will discuss how to put forth your assets as a Personal Injury Paralegal to best launch your career. A view from the other seat. All those annoying requests from your attorney finally make sense. A glimpse into why the Paralegal role is so important, what is important, and why attorneys ask you to do it.

Seminar C: Professional Paralegal Investigations: D.I.Y. Techniques & Tricks of the Trade

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 are the best practices to finding social media accounts? How can I maximize my results? How to find corporate info and agents for process service. Cost effectiveness of in-office paralegal investigation vs. hiring a private investigator.

Session IV - 2:15pm to 3:30pm

ALL ATTENDEES: Office Ethics for the Working Paralegal:

Ethical Landmines & How to Deal With Them

Presented by Linda Barron, Esq., Director of Paralegal Services and Lawrence Schempp, Esq.

(Marshall Dennehey Warner Coleman & Goggin)

Paralegals often face ethical dilemmas while working with confidential client information. BUT, how about the ethical treatment of co-workers, your attorney, supervisors, etc. within the office? Often situations will arise that require the same amount of ethical and professional treatment. What do you say or not say when a co-worker returns from medical leave? What if a relative or friend of a co-worker is a party to a lawsuit being handled in the office? What about access to files that you are not assigned to work on? How do ethics and courtesy go hand in hand in relating to your co-workers and supervisors? These and other topics will be discussed in this seminar.

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.



Paralegal Educational Symposium

REGISTRATION FORM

Convention Date – Friday, March 6, 2020

Pre-Registration Accepted Through February 28, 2020

REGISTRATION FEE: \$80.00 STUDENTS: \$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 _____

Home Address _____ City _____ State _____ Zip _____

Phone _____ (cell/home) Email _____

Employer/School Name _____

Employer/School Address _____

SJPA Member? (Yes or No) _____ Credentials (NJCP, RP, etc.) _____

Other Association? (If Yes, name of association) _____

CIRCLE ONLY ONE seminar from each session that you would like to attend.

Session I 9:00 – 10:15 AM	Session II 10:30 – 11:45 AM	Session III 12:50 – 2:10 PM	Session IV 2:15 – 3:30 PM
Seminar A: Mindfulness for the Busy Paralegal	Seminar A: Resumes, Cover Letters and Interviews	Seminar A: Real Estate “Contracts to Closings”	Office Ethics for the Working Paralegal (All Convention Attendees)
Seminar B: Immigration Law – An Inside Look	Seminar B: Technology Based Evidence Presentation (iPad and Apple TV)	Seminar B: Personal Injury - A View From the Other Seat	
Seminar C: Family Law - Motions in the Family Part	Seminar C: A Paralegal’s Role in Employment Law	Seminar C: Professional Paralegal Investigations: D.I.Y. Techniques & Tricks of the Trade	

For any Dietary Restrictions –
Please contact Convention Chair,
Betsy Lindenberg,
blindenberg@earpcohn.com
or note same here:

REGISTRATION FORM
should be mailed with payment.

**If you pay via PayPal or VENMO you
MUST submit a registration form!!**

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

Mail Registrations and check payable to:
"South Jersey Paralegal Association"
c/o SJPA - PES 2020
PO Box 355
Haddonfield, NJ 08033

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