

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.