

***The
Illinois Paralegal Association
Presents its***

2018 SPRING EDUCATION CONFERENCE



***April 25, 2018
Robert Morris University***

8:30 am – 9:00 am

Welcome and Opening Remarks: Join us for Opening Remarks and Quick Announcements and to recognize our Sponsors and Exhibitors, as well as Board Members, Committees and Chairpersons, in the 8th Floor Auditorium.

9:00 am – 10:15 am

Unauthorized Practice of Law: Join us as Bill Anaya, a member of the Illinois State Bar Association Task Force on Unauthorized Practice of Law, discusses the practice of law in Illinois, what services may be provided only by lawyers, and those services that can be provided by non-lawyers. The Task Force on Unauthorized Practice of Law seeks out, identifies, and remedies injuries to the public and to the integrity of the profession caused by the unauthorized practice of law, in addition to assisting in educating attorneys, judges, and the public regarding unauthorized practice of law issues. *William Anaya, Attorney, Greensfelder*

10:45 am – 12:00 pm

LLC Law Today and Beyond: Even though it has only been in existence for roughly 30 years, the limited liability company – the “LLC” has steadily risen to become the most popular statutory business entity in the United States. Compared to the laws governing its rival the corporation (in existence for over 100 years), the laws governing the LLC are still in their infancy. Moreover, important changes have occurred just in the past decade. Join CT’s experts to examine the evolution of LLC statutory and case law. Stay up to date on this important business entity type and prepare for the unique issues that can arise when selecting it. *Tamara Kling, Esq., Government Relations & Regional Attorney, CT Corporation*

Navigating the Juror Maze: This session will address a wide range of issues surrounding jury selection and the juror decision making process inherent in 21st Century juries. Topics will include: what and how jurors want to see and hear evidence in a case, juror bias and predispositions, jury decision making framework, juror learning styles and information retention, damages determinations, and issues incumbent with the verdict form. *Lee Diamondstein, Esq., Vice President of Strategic Accounts, Magna Legal Services*

Adobe Acrobat for Legal Professionals: Most court filings today require legal professionals to navigate PDFs with ease and proficiency. This training focuses on how to use the legal-specific features in Adobe Acrobat Pro DC to make collaborating with your legal team and preparing PDFs for court filings easier. Legal professionals will learn how to:

- Conduct text recognition for court filings
- Edit and organize PDF pages
- Compare PDFs for changes
- Comment and collaborate on PDFs
- Bates Stamp PDFs
- Redact Sensitive Information and Metadata in PDFs
- Combine PDFs into Binders or Portfolios

Julianne Nachtrab, National Training Manager, Barkley Court Reporters

Discovery is Exciting! Really! Be the One to Discover the Smoking Gun: Come learn what you can do as a paralegal assisting in the civil discovery process. We will discuss preparation and service of subpoenas, finding people, interviewing clients and witnesses, worrying about requests to admit, drafting interrogatories and requests to produce, responding to interrogatories and requests to produce and more. This session will touch on discovery before administrative agencies as well as state and federal courts. This session is for beginners as well as experienced paralegals. *Caren Mansfield, CLA, Baker, Baker & Krajewski LLC*

1:30 pm – 2:45 pm

What You Need to Know About BIPA: In response to growing concerns of identity theft, in 2008, the Illinois General Assembly passed the Biometric Information Privacy Act (“BIPA”). The BIPA restricts businesses’ collection, storage, and disclosure of personal biometric information. Biometric data includes retina and iris scans, fingerprints, voiceprints, handprints, and face geometry. Are financial institutions or other organizations

using biometrics as a way of identifying parties to a transaction, and what obligations come along with using the technology in that way? Employers, especially larger employers, should be mindful of BIPA and consider internal audits to uncover any potential areas of noncompliance. *Laura Balson, Partner, Golan Christie Taglia LLP*

PowerPoint for Trial Paralegals: Tips, tricks, and best practices for paralegals who need to make PowerPoints for courtroom presentations, mediations, or other talks. Bring your laptop for a hands-on PowerPoint how-to session, and we will go through not only the nuts and bolts of PowerPoint, but we'll also cover overall workflow, collaborating with other team members, and other time-saving techniques. *Michael Ko, Groundwork Trial Consulting*

Sexual Harassment Investigations - Affirmative Defenses and Corrective Actions: The presentation will give a brief update on current sexual harassment laws and trends and will then focus on how to conduct thorough and effective investigations with a focus on sexual harassment complaints and eliminating such complaints from the workplace. *Joe Yastrow, President, Laner Muchin, Ltd.*

Sink or Swim (Like Michael Phelps): Effective Legal Writing for Excelling in the Legal Profession: Writing is communicating. Judges can decide a case entirely on that which is presented to them in written form and without a spoken word. It's an inevitable truth: the outcome of a client's case can hinge entirely and only upon the effectiveness of the attorney's final written product. If longevity in your career as a paralegal is important to you, knowing how to write effectively is critical. Learn how to be a more effective legal writer and avoid some of the pitfalls that will undeniably befall the unprepared. *Nicholas G. Kourvetaris, Esq.*

3:15 pm – 4:30 pm

Inside the Fair Debt Collection Practices Act: One of the various federal laws that debt collectors are required to comply with in addition to state laws, is the Fair Debt Collection Practices Act ("FDCPA"). The FDCPA was enacted in 1978 to address the use of abusive, deceptive, and unfair debt collection practices. During this seminar, we will take an in depth look at the FDCPA, examine what debt collectors can and cannot do, as well as look at cases where courts have ruled on matters involving the FDCPA. By the end of this seminar, attendees will develop a better understanding of the FDCPA, including what is allowed and not allowed under the FDCPA. *Timothy Stephens, Paralegal*

Paralegal's Guide to Production Formats: Litigation paralegals play an important role in helping to prepare discovery requests. However, when it comes to production formats there are still disputes regarding whether loose electronic documents (e.g. Word documents, Excel spreadsheets) should be produced in "native" format or as TIFF or PDF files. While Federal Rule of Civil Procedure 34 says that responding parties do not need to produce documents in their native format, some requesting parties argue that anything but native is not "reasonably useable." This session will explain the law regarding format of production, the meaning of producing a document in a form in that is reasonably usable, and how to push back when opposing counsel does not produce in the format you requested. *Ryan Tilot, Associate, eDiscovery & Information Governance, Seyfarth Shaw LLP*

Immigration Law in Today's Changing Landscape & How You Can Get Involved: Over the past year we have seen significant changes to the area of immigration law. These changes include the Travel Ban, elimination/changes to DACA (Deferred Action for Childhood Arrivals), elimination of TPS (Temporary Protected Status) for many countries, changes in the adjudication of business visas, sweeping changes being proposed to the family-based immigration system, and many more. This presentation will cover some of these changes, why they matter, and how you can get involved in this meaningful area of law. *Fiona McEntee, Managing Attorney, McEntee Law Group*

Lessons from the Front: Optimize Westlaw as a Paralegal: This class will advance your skills in legal research using Westlaw. The students will solve real-life legal research problems interactively in class. The point is to demonstrate the variety of ways to conduct Westlaw research, including both basic and advanced search techniques. The learner will leave the class with a better understanding of how to approach a research task and with the capability to better utilize the full functionality of Westlaw. Tips and tricks offered will include using the best general resources for the novice and the most effective search methods to weed out irrelevant content. *Judge Margaret Mullen, Resolute Systems LLC*

REGISTRATION FORM
Robert Morris University
401 South State Street, 6th Floor, Chicago, Illinois

Please consider the environment and assist the IPA in going green by registering online at www.ipaonline.org. You may also mail the registration form and payment to the Illinois Paralegal Association, P.O. Box 452, New Lenox, Illinois 60451-0452. If you would like to receive a confirmation of your registration, please include your email address. Exhibitors and Sponsors will be provided with names/addresses/email addresses of all registrants. We cannot always control the air temperature in the classrooms. Therefore, please come prepared by dressing in layers. Proper dress is required for all IPA events (Business Casual). Parking is available at the Congress Theatre Parking lot located on Congress/Wabash. Validate your parking ticket using the validation stamper located in the lower level of RMU in the center of the building for a discount off parking at this location.

Registration Information: Mailed registration forms must be postmarked on or before April 20, 2018 to avoid paying the Late Registration rate. Beginning April 21st, Late Registration rates apply. Registration fee includes attendance, link to handout materials, and two breaks. Lunch is not included in registration fees. There are many nearby restaurants for you to enjoy lunch on your own.

Cancellations and Substitutions: A full refund is available upon receipt of written request received by April 20, 2018. Substitution of registrants is permitted.

Tax Deductions: An income tax deduction may be allowed for expenses of education undertaken to maintain and improve professional skills. See your tax advisor for more information.

CLE Info: This activity has been approved for Continuing Legal Education credit by the National Federation of Paralegal Associations.

Please list me as follows in the conference's "Directory of Participants": (Type or Print Clearly)

Name: _____ Firm/Organization _____

Address: _____ City, State, Zip Code _____

Telephone: _____ Email Address: _____

☐ I would like to volunteer to serve as a **PROCTOR** (Proctors are responsible for introducing the speaker, reading some brief announcements, passing out handouts and evaluation forms, overseeing the sign-in/sign-out process, distributing CLE certificates, and thanking the speaker. It is very simple to do, but so very important. If you would like to proctor any of the seminars that you are attending, please indicate here.)

☐ **NON-MEMBER** (Visit IPA's website for information on membership to receive the discounted member rate.)

Session Topics: IPA reserves the right to cancel or modify the conference as necessary. Registrants will be advised in advance of schedule or speaker changes, if possible.

SEMINAR REGISTRATION FORM			
<i>Please Check or Circle the Educational Seminars You Will Attend</i>			
Wednesday, April 25, 2018			
8:30 a.m. – 10:15 a.m.	10:45 a.m. – 12:00 p.m.	1:30 p.m. – 2:45 p.m.	3:15 p.m. – 4:30 p.m.
Join us in the 8 th Floor Auditorium (Room 803) for Opening Remarks and Quick Announcements and to recognize our Sponsors and Exhibitors, as well as Board Members, Committees and Chairperson followed by the CLE presentation of Unauthorized Practice of Law	LLC Law Today and Beyond	What You Need to Know About BIPA	Inside the Fair Debt Collection Practices Act
	Navigating the Juror Maze	PowerPoint for Trial Paralegals	Paralegal's Guide to Production Formats
	Adobe Acrobat for Legal Professionals	Sexual Harassment Investigations – Affirmative Defenses and Corrective Actions	Immigration Law in Today's Changing Landscape & How You Can Get Involved
	Discovery is Exciting! Really! Be the One to Discover the Smoking Gun	Sink or Swim (Like Michael Phelps): Effective Legal Writing for Excelling in the Legal Profession	Lessons from the Front: Optimize Westlaw as a Paralegal

IPA MEMBER REGISTRATION FEES

● FULL DAY (4 sessions)

- ___ \$175 IPA Member Registration
(Postmarked on or before April 20, 2018) ***BEST VALUE***
- ___ \$200 IPA Member beginning April 21, 2018 and On-Site

● HALF DAY (2 sessions)

- ___ \$125 IPA Member Registration
(Postmarked on or before April 20, 2018)
- ___ \$150 IPA Member beginning April 21, 2018 and Day of Event Registrations

● QUARTER DAY (1 session)

- ___ \$75 IPA Member Registration
(Postmarked on or before April 20, 2018)
- ___ \$100 IPA Member beginning April 21, 2018 and Day of Event Registrations

NON-MEMBER REGISTRATION FEES

● FULL DAY (4 sessions)

- ___ \$225 Non-Member Registration
(Postmarked on or before April 20, 2018) ***GREAT VALUE***
- ___ \$275 Non-Member beginning April 21, 2018 and On-Site

● HALF DAY (2 sessions)

- ___ \$150 Non-Member Registration
(Postmarked on or before April 20, 2018)
- ___ \$175 Non-Member beginning April 21, 2018 and Day of Event Registrations

● QUARTER DAY (1 session)

- ___ \$100 Non-Member Registration
(Postmarked on or before April 20, 2018)
- ___ \$125 Non-Member beginning April 21, 2018 and Day of Event Registrations

LUNCH: ON YOUR OWN
(from 12:00 pm – 1:30 pm)

Morning and Afternoon refreshments will be provided on the 6th floor. Lunch is not included in the Spring Education Conference registration fees. There are many nearby restaurants for you to enjoy lunch on your own including:

- Panera Bread, 501 South State Street
- Epic Burger, 517 South State Street
- Gino's East South Loop, 521 South Dearborn Street
- Meli Café, 500 South Dearborn Street
- East Asian Bistro, 8 East Van Buren Street
- Cafecito on Congress Parkway, 26 East Congress Parkway

PAYMENT

___ CHECK. Enclosed is a check in the amount of \$_____ made payable to the Illinois Paralegal Association.

___ CREDIT CARD. Please email scanned registration to IPA@ipaaonline.org

Please charge to my: ___ VISA ___ MASTERCARD ___ DISCOVER ___ AMERICAN EXPRESS

Name on Card _____ Signature _____

Card Number _____ Security Code _____ Expiration Date _____

Billing Address _____ Billing City _____ Billing State _____ Billing Zip Code _____