

**Saturday
July 13, 2019**

MCLE: 6 Hours

To receive MCLE credit, you must sign in during the designated MCLE registration period. This activity is approved for Minimum Continuing Legal Education credit by the State Bar of California. BASF is a certified provider. Provider #103

Location

BASF Conference Center
301 Battery Street
3rd Floor
San Francisco, CA

Cost

\$20 Students
\$45 BASF Paralegal Section Members
\$90 BASF Members
\$130 All Others
Free BASF Student Members
All prices increase \$10 on the day of the program.

Event Code

G193505

Special Requests:

People with disabilities should contact BASF regarding reasonable accommodations.

Refunds requests will be given up to 48 hours in advance, less a \$10 handling fee. Email cle@sfbbar.org.

Sponsors



2019 PARALEGAL CONFERENCE TRIAL BOOTCAMP

8:00 - 8:55 a.m. **Registration and Networking
Continental Breakfast**

9:00 - 10:00 a.m.

MCLE: 1 Hour

Litigation Case Management, Organization and Communication

Topics

- Organizing case files
- Calendaring and docketing
- Creating a trial timeline and tracking system
- Coordinating communications between parties
- Document management, retrieval, review, and production

Speakers: Paralegal Section Executive Committee members: Karin Buckley, Winter & Ross; Erin Keller, Nachlis & Fink; Amy Jo McGuigan, Swanson & McNamara, LLP; and Javier Morelos, Hersh FamilyLaw Practice, P.C.

10:15 - 11:15 a.m.

MCLE: 1 Hour

Pretrial Discovery Requests, Responses, and Document Preparation

Topics

- Request for production of documents, form interrogatories, special interrogatories, requests for admission
- Review of important codes of Civil Procedure in preparation for and use at trial

Speakers: Sarah Van Voorhis, Esq., Van Voorhis & Sosna; and Karin Buckley, Winter & Ross

11:30 - 12:30 p.m.

MCLE: 1 Hour

Basic Training for Preparation and Service of Subpoenas

Topics

- Authorizations vs. Subpoenas: Determining which is needed to get records
- Process Service: Rules, regulations and requirements

Speakers: Charlynn Oborn, Jaime Mesich, and Kimberly Largent of Lexitas Legal

12:30 - 1:30 p.m.

Lunch

1:30 - 5:00 p.m.

MCLE: 3 Hours

50-days to Opening Statements

This presentation offers a trial preparation roadmap for use in the crucial 50 days leading up to trial. Understanding the cycle of deadlines will help you work with your attorneys and staff in a more efficient way and help streamline your work even when your law firm is at its most stressed. Topics include depositions, trial binder preparation, exhibits, and more. Participants will consider two or three hypothetical scenarios and discuss strategies for dealing with issues and challenges. Finally, you will be encouraged to share your experiences.

Note: This workshop includes two 15-minute breaks.

Speakers: David A. Wolf, Esq., Law Offices of David A. Wolf; Scott Herndon, Esq., The Law Office of Scott R. Herndon; Frances Skaggs, Coblenz, Patch, Duffy & Bass, LLP; and Amy Jo McGuigan, Swanson & McNamara, LLP

5:00 p.m.

Cocktail and Networking Reception

Register online: www.sfbbar.org/calendar

SPONSOR FORM

2019 PARALEGAL CONFERENCE TRIAL BOOTCAMP

Yes, we would like to support the BASF's Paralegal Section Conference on July 13, 2019, at the level of:

GOLD: \$3,500

- Exclusive sponsorship of Saturday Reception
- Conference Exhibit table
- * Strengthen relationships with key industry opinion-makers
- * Market Exposure
- * Company logo on all marketing materials
- * Company logo published in exclusive event signage
- * Company logo published on BASF website
- * Digital Promotion (online presence)
- * 10 tickets to the event

BRONZE: \$500

- * Company name published on event signage
- * Company logo on all marketing materials
- * Shared table space w/ another Bronze sponsor
- * 2 tickets to the event

SILVER: \$1,000

- Conference Exhibit table
- * Strengthen relationships with Key industry opinion-makers
- * Market Exposure
- * Company logo on all marketing materials
- * Company logo published in exclusive event signage
- * Company logo published on BASF website
- * Digital Promotion (online presence)
- * 4 tickets to the event

Please return this form to: BASF CLE Department
301 Battery Street, 3rd Floor, San Francisco, CA 94111
Fax: 415-477-2388 • Email: cle@sfbare.org

Enclosed is a check payable to The Bar Association of San Francisco
Event Code: G193505

NAME: _____

FIRM: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EMAIL: _____

Please charge my credit card (check one):

Visa Mastercard American Express

CREDIT CARD #: _____

EXPIRATION DATE: _____

SECURITY CODE: _____

NAME ON CARD: _____

SIGNATURE: _____