

**Saturday
August 15, 2020**

**MCLE: 5 Hours of which 4
Hours is in Legal Ethics**

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
Online Only

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
G203505

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@sfbar.org.

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Hershey Family Law Practice
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2020 PARALEGAL CONFERENCE ETHICS & WELLNESS

8:30 - 9:00 a.m. **Registration**

9:00 - 10:00 a.m.

California Rules of Professional Conduct and Ethical Implications During the Pandemic

MCLE: 1 Hour in Legal Ethics

This is a one of a kind opportunity to understand the ethical implications as well the ethical considerations resulting from the pandemic, and how it can impact you and your legal practice.

Speaker: Carol Langford, Esq.

10:15 - 11:15 a.m.

Mind Your Ethics and Make Your Best Record

MCLE: 1 Hour in Legal Ethics

Learn how utilizing digital recordings in lieu of certified court reporters, receiving gifts, and third-party contracts may compromise the integrity of your case.

Topics

- The role of an impartial certified shorthand reporter
- Ethics rules and statutes governing court reporting firms and certified court reporters
- How third-party contracts and gifting influence impartiality and ethics
- How digital recordings may compromise the integrity of your case

Speakers: Administrative Law Judge Dorothy Chou Proudfoot; Kelly Bryce Shainline, CSR, RPR; Lori Cummings Judd, CCR, RMR, FAPR; Liz Harvey, CCR, RPE
Moderator: Ana Fatima Costa

11:30 a.m. - 12:30 p.m.

Ethics in Everyday Practice

MCLE: 1 Hour in Legal Ethics

Topics

- Rule of Precipice
- Paralegal Profession & Unauthorized Practice of Law
- Ethics Resources Available
- Communicating with Represented Person
- Ethical Billing Practices
- Document Production
- Pointers on Interviewing Witnesses

Speaker: Paul P. DeAngelis, Esq.

12:30 - 1:00 p.m. **Lunch**

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2020 PARALEGAL CONFERENCE ETHICS & WELLNESS

1:10 - 2:10 p.m.

The Ethical Retrieval of Records

MCLE: 1 Hour in Legal Ethics

Topics

- Privilege, HIPAA and Privacy
- The Role of the Deposition Officer
- Obtaining Government Records (from the Federal Government, Medicare/Medical, Military and Veteran's Administration Records, Social Security Records, Local Government Emergency Service Records)
- Sister-State Subpoena Power (Uniform Interstate Depositions and Discovery Act)
- Roadblocks and Challenges
- Maintaining the Integrity of the Profession

Speakers: Wendy Stephens and Heidi Cornell

2:25 - 3:25 p.m.

From Frazzled to Focused

MCLE: 1 Hour

Techniques on Productivity and Efficiency for the Overwhelmed Attorney and Legal Professional.

This presentation, From Frazzled to Focused, will help attorneys and legal professionals get past overwhelm and design their day with a productive and intentional system. Attendees will learn and apply a series of simple and practical strategies that can be used to structure an efficient and effective day, including accomplishing the most important project of the day, without feeling overwhelmed or working late into the night. Attendees will walk away feeling a sense of relief and prepared to tackle the rest of their workweek ahead of them, as well as tools to apply to permanently change their habits for the better.

Speaker: Sarah Tetlow

3:25 - 4:30 p.m.

Trivia Happy Hour!

Sponsored by Divergent Language Solutions

Throughout the conference, we will be featuring videos prepared by Joshua Hathaway, M.A., specifically for this event that will guide you through some simple practices you can adopt to increase ease in the body and promote more mindful communication when dealing with stressful situations throughout the day.