



# Paralegal Seminar - December 8, 2022

## Convenient Locations Statewide & Online

A must-attend event for paralegals of all levels working in civil defense firms. This one-day webinar is designed to hone your skills as a valuable member of your legal team. Instructors include attorneys and senior paralegals from several North Carolina defense firms. Space is limited, so register today.

### Agenda

- 9:45 a.m. Welcome & Announcements
- 9:55 - 10:55 a.m. **The Rules of Engagement: Primer on Federal and State Court Rules**  
This session will address topics such as where to find applicable rules, most used rules, recent changes to rules, how to find local rules and customs, and the NC Judicial Branch's eCourts initiative. *Bobbie Kullman, Nelson Mullins Riley & Scarborough; Kellie Myers, Trial Court Administrator, Wake County*
- 11:00 – 11:30 a.m. **Who's Who? How to Effectively and Efficiently Research Jurors**  
Where and how do you ethically look for juror information, what information is relevant and important, and what are the best formats for organizing juror information for the trial attorney? *Scott Addison, Lincoln Derr*
- 11:35 – 12:35 p.m. **Social Media - Discovery, Ethics, Evidence & Sanctions**  
Technology advancements have created many grey areas in terms of reasonable expectations of privacy and have blurred the lines of public and private identities. Ethical considerations and requirements, as well as new case precedents, mistrials and sanctions are popping up daily throughout the country due to the misuse and lack of understanding of the affect social media now has in the work environment and practice of law. Class participants will be armed with specific techniques and tools to identify and collect evidence from social media sources. *Damon Beaty, Veritext Legal Solutions*
- 12:35 - 1:00 p.m. Lunch Break
- 1:00 - 1:45 p.m. **Tips and Best Practices for Assisting with Document Review & Production**  
This session will share tips and best practices for collecting, organizing, reviewing and producing documents from parties as well as non-parties for cases (and firms) of all sizes, including privileges to be aware of when reviewing documents to be withheld, North Carolina spoliation laws, and federal production/preservation issues. *Amy Smith, Senior Paralegal, Cranfill Sumner, LLP*
- 1:50 – 2:35 p.m. **Trials 101: A Paralegal's Role in Trial Prep and Trial**  
This session will address how to work up a case before trial, what's needed as you approach trial, local rules and procedures to watch out for, use of demonstratives, and the paralegal's role as air traffic controller during trial and include a discussion of what needs to be in your Trial Toolkit. *Christie Herding, Yates McLamb & Weyher, LLP*

Paralegal Education Credit: 4 hours including 1 hour ethics

Register online at [www.ncada.org](http://www.ncada.org)

\$50 for member paralegals

\$75 for non-member paralegals

\$125 Includes Registration & 2023 Membership !

