



Missouri Paralegal Association Seminar

Friday, April 29, 2011

❖ Adam's Pointe Conference Center ❖ Blue Springs ❖



“Prepared For Your Success”

- 8:15 a.m. Registration
- 8:45-10 a.m. General Session – Ethics - Dori DeCook, Office of Chief Disciplinary Counsel
- 10:00-10:15 a.m. Break
- 10:15 –11:45 a.m. **TRACK 1** – Prepare to Produce: From Discovery to Exhibits - Paralegal Panel
TRACK 2 – Sign of the Times: Understanding Foreclosures - Alan E. South, J.D., South and Associates, PC
- 12 noon to 1 p.m. Lunch - Dr. Tim Crowley, NWMSU - a positive treat!
- 1:15-2:30 p.m. **TRACK 1** – Tips from the Probate Clerk - Georgia Proctor, Director of Probate Div., Jackson County, Missouri
TRACK 2 – Discrimination/Sexual Harassment/Workplace Violence: Surviving Today's Workplace Environment
Williams, J.D., Lee's Summit City Attorney
- 2:30-2:45 p.m. Break
- 2:45-4:15 p.m. General Session – Internet – Friend or Foe? - Det. Tracy Perkins, Boone County Sheriff's Department

*(Please list your breakout choices for both a.m. and p.m. sessions on the Registration Form - page 4)
This seminar is designed for paralegals, attorneys and other legal professionals.*

MO BAR CLE
credit pending

NFPA CLE
credit pending



**Courtyard by Marriott
Adams Pointe Conference Center**

1400 Northeast Coronado Drive
Blue Springs, MO 64014
1-816-220-4400
www.adamspointecc.com

Room rate is \$89 per night
(2 queens or 1 king and pullout sofa)

Suites also available for \$149 per night
Rooms will be released April 14, 2011

member of the Missouri Professional Association of Court Clerks. She is a member of the Court Clerk Education Committee, and has been a faculty member for several courses provided through the Office of the State Courts Administrator.

Have you ever wondered what goes on in the Probate Court? This session will be from the Probate Clerk's perspective of the processing of cases in the Probate Division. There will be basic and advanced information, along with tips on the processing of the cases. If you have been pondering whether you should have a goal of being a probate paralegal, this may be a good introduction to the Probate Court for you. If you are a seasoned paralegal, this may be a good way to find out what happens to those filings after being filed in the Probate Court.

**Discrimination/Sexual
Harassment/Workplace
Violence – Surviving Today's
Workplace Environment**



Teresa S. Williams, City Attorney,
City of Lee's Summit, MO

Teresa has been an attorney for various municipalities in Texas, Alaska, Colorado and Missouri for the last 30 years. She is a member of the American Bar Association, the

International Municipal Lawyers Association, the Missouri Bar Association, the Alaska Bar Association, the Colorado Bar Association, the State Bar of Texas, the Missouri Municipal Attorneys Association, and the Kansas City Bar Association. She became the City Attorney for the City of Lee's Summit in November 2008 and has since given presentations to the City employees regarding sexual harassment, hostile work environment, and workplace violence.

Today's media is replete with news stories of racial tensions, inappropriate text messaging, bullying, disgruntled employees and customers acting out violently, older workers being passed over for jobs, etc. etc. How does one maneuver the maze of employment laws, feel safe at his/her job, and still enjoy his/her work and co-workers?

The good news is: it can still be done. You can still enjoy your job and succeed! This will show you how a little knowledge, its application, and being aware can help.

Speakers & Programs:



Ethics
Dori DeCook,
MPA Disciplinary
Committee
Chair; Paralegal
with the
Office of Chief
Disciplinary
Counsel

Probate - Tips from the Probate Clerk
Georgia L. Proctor, Director of Probate
Division, Circuit Court of Jackson County

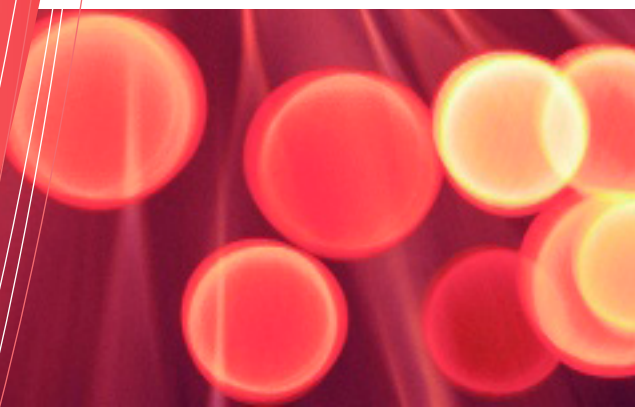
Georgia has been with the Circuit Court of Jackson County for 35 years. She has been in the Director of Probate Division for 7 years, and worked in the Civil Division for 28 years. She is a

Lunch session
Dr. Tim Crowley, Northwest
Missouri State University



Dr. Tim has been helping people to grow their businesses and expand their lives for two decades through keynote speeches, workshops and retreats. His blending of humorous real-life stories and current research educates, inspires and entertains audiences of all ages. Participants learn proven success strategies to

create immediate results – both personally and professionally. Since 1989, he has helped hundreds of businesses, delivered over 1,700 speeches, and worked with more than 1,000,000 individuals as a speaker, trainer, and corporate consultant. Dr. Tim will leave your team energized, entertained, educated and alive with possibilities!





Sign of the times - Understanding Foreclosures

Alan E. South, Managing Shareholder of South & Associates, PC

This program will be given by Alan E. South, managing shareholder of South & Associates, P.C., a nationally recognized law firm concentrating in creditors' rights representation. He has practiced in mortgage banking, real estate, bankruptcy and related areas for 38 years. He is a

frequent author and speaker on mortgage banking, bankruptcy, and related issues.

He is admitted to practice in Missouri State courts; U.S. District Courts for the Eastern and Western Districts of Missouri, U.S. Supreme Court, and U.S. Courts of Appeal for the Eighth and Tenth Circuits. Mr. South received his undergraduate B.A. degree at Missouri Valley College in 1970. He obtained his law degree from the University of Missouri-Kansas City in 1973. Mr. South is a member of the following bar associations and organizations: Kansas City Metropolitan Bar Association; American Bar Association; The Missouri Bar; Mortgage Bankers Association of America; and the American College of Mortgage Attorneys. Mr. South is a founding director and past president of the USFN, America's Mortgage Banking Attorneys.

Foreclosures have been the frequent topic of recent news articles and the trend does not appear to be ending anytime soon. This program will feature a review of the Missouri statutes regarding foreclosures along with an update of recent changes in the law. Use this session to update your skill set gaining knowledge of this practice and the documents involved.

Internet: Friend or Foe?

Detective Tracy Perkins, Boone County Sheriff's Department

Detective Perkins is a 17-year veteran of the Boone County Sheriff's Department. Detective Perkins had served as a School Resource Officer and DARE instructor. Detective Perkins has an undergraduate degree in Criminal Justice and a Master degree in Criminal Justice Administration writing her thesis on Internet Crimes Against Children with an emphasis on Internet Child Enticement. Perkins has advanced training in a variety of computer and Internet related subjects including advanced training in the investigation of Internet crimes.

Detective Perkins' primary area of responsibility with the Task Force is the investigation of Internet crimes against children including both reactive and undercover investigations.



Prepare to Produce: From Discovery to Exhibits

Paralegal Panel

This forum will explore different ways of handling exhibits consisting of multiple documents. Learn ways to organize and use software along with other computer tools to handle these tricky tasks. Bates numbering and beyond will be discussed. The panel will consist of paralegals who have "been there, done that" and can provide real answers to real problems. Time will be allowed for questions from the audience. Members of the panel include:



L. Jane Jacobs,

Paralegal for Johnston, Ballweg & Modrcin, LC in Overland Park, Kansas

Jane Jacobs has over 20 years of experience. Her background includes being a litigation

paralegal in medium, large and now small firms. She is a charter member of Missouri Paralegal Association and is a past Chairman of the Board and past President of the organization.

Lori Robinett, Paralegal at the University of Missouri in Columbia

Lori Robinett's background includes experience as a paralegal in private firms and in-house legal departments focusing on family law, estate planning, corporate, real estate, and litigation. She is the editor of The Gavel, a regional newsletter for the Mid-Missouri Paralegal Association. She has worked in the legal field for 16 years.



Kathy Widman,

Paralegal for Green Jacobson, P.C. in St. Louis

Kathy Widman is working with complex litigation. She previously was a paralegal for the in-house counsel of a chain of nursing homes assisting with

medical malpractice defense and other corporate legal issues. After a long career in sales, she earned her Certificate in Legal Studies from St. Louis Community College at Meramec in 2006 and has been employed in the legal profession ever since.



Missouri Paralegal Association
P.O. Box 1016
Jefferson City, MO 65102-1016

2011 MPA Seminar Registration...

includes luncheon, programs and course materials

\$155 Members

\$175 Non-Members

\$120 Paralegal Student

\$10 discount for all groups of two or more

Member **Non-Member** **Student**

(Please check ONE)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Email: _____

Please indicate your choice of tracks: Morning _____

Afternoon _____

Special Needs Request:

Print this form, fill out the information then enclose a check payable to "Missouri Paralegal Association"

MAIL TO:

Amber L. Arbuckle, Paralegal
City of Lee's Summit
220 SE Green Street
Lee's Summit, MO 64063

Tel: 816-969-1403 • Fax: (816) 969-1401 • eMail: amber.arbuckle@cityofls.net

OR register online at: www.missouriparalegalassoc.org