

2010 FALL SEMINAR AND ANNUAL MEETING

KELLY INN

1800 N 12TH STREET

BISMARCK, ND 58501

701-223-8001 FOR ROOM RESERVATIONS

September
23 & 24, 2010

WESTERN DAKOTA ASSOCIATION OF LEGAL ASSISTANTS

THURSDAY, SEPTEMBER 23

12:30 p.m. to 1:00 p.m.
Registration

1:00 p.m. to 2:30 p.m.
E-Discovery
Michael L. Wagner, Attorney at Law

2:45 p.m. to 4:15 p.m.
*The Legislative Process and
the Making of Laws*
Jasper Schneider, Esq.
State Director for USDA
Rural Development

Continuing Education: CLAE
CREDIT: This Seminar meets the requirements of the Certifying Board of the National Association of Legal Assistants, Inc. for continuing legal education credit toward maintaining your CLA/CLAS credential. The seminar has been approved for 9 hours (1.5 Ethics) (.9 units). CLE CREDIT: Attorneys attending the seminar may apply to the North Dakota State Bar Board Association for CLE credit.

SPEAKER AND TOPIC OVERVIEW



MICHAEL L. WAGNER, ATTORNEY

Michael L. Wagner received a bachelor's degree in accounting from the University of North Dakota in 1985 and a J.D. degree, with distinction, from the University of North Dakota School of Law in 1988. His office has been "paperless" for nearly ten years. He is a regular CLE speaker on topics including office automation, using technology in and out the courtroom, e-discovery, e-evidence, bankruptcy, estate planning, and probate. He and his wife, Lynda, reside in Bismarck, North Dakota and have three daughters. Mr. Wagner will be presenting on the very broad topic of E-Discovery. He will be breaking it down for us and concentrating on areas that would be most beneficial to our everyday practice.



JASPER J. SCHNEIDER, ESQ.

On September 30, 2009, the Obama Administration appointed Jasper Schneider to serve as State Director for USDA Rural Development. Prior to joining USDA, Schneider represented District 21 in the North Dakota House of Representatives where he served on the Industry Business & Labor and Government & Veteran Affairs committees. He formerly had a successful law practice in Fargo and worked as legal counsel to Senator Kent Conrad. Jasper is a graduate of Jamestown College and Hamline University School of Law. Jasper and his wife Kim have two children and make their home in Bismarck. Jasper will be presenting on both the legislative and bill making processes.

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FRIDAY, SEPTEMBER 24

8:00 a.m. to 8:30 a.m.

Registration and Continental Breakfast

8:30 a.m. to 10:00 a.m.

Advanced Ethics: Complex Issues for Attorneys, Paralegals and Other Legal Professionals

Vicki Voisin, ACP

10:15 a.m. to 11:45 a.m.

Basic Business Organizations

Kelly LaGrave, ACP

12:00 p.m. to 1:45 p.m.

Lunch and WDALA Annual Meeting

Keynote Speaker,

Kelly LaGrave

1:45 p.m. to 3:15 p.m.

Your Billable Hour Breakthrough:

Strategies to Use Your Time Effectively and Increase Your Billable Hours

Vicki Voisin, ACP

3:30 p.m. to 5:00 p.m.

Odyssey—Electronic Courts

Donna Wunderlich, District Court Administrator

SPEAKER AND TOPIC OVERVIEW



VICKI VOISIN, ACP

Vicki Voisin, ACP, is a Past President of NALA and has worked as a paralegal for more than 20 years. She is known as "The Paralegal Mentor", where she delivers simple strategies for paralegals and other professionals to create success and satisfaction by achieving goals and determining the direction they will take their careers. Vicki

spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a weekly ezine titled *Paralegal Strategies* and co-hosts *The Paralegal Voice*, a monthly podcast produced by Legal Talk Network. More information is available at theparalegalmentor.org. Vicki will be presenting on *Advanced Ethics: Complex issues for Attorneys, Paralegals and other Legal Professionals*. Whether you're an experienced paralegal or just beginning your career, this course will provide valuable ethics education for you. It is designed to be both informative and entertaining. Vicki's philosophy is that while learning about ethics is important, the process doesn't have to be boring. Key points include: Regulation/ Disciplinary Proceedings, the unauthorized Practice of Law, Confidentiality and Privilege, Ethics Rules in Litigation, Ethics and Technology and more. In addition, Vicki will also discuss strategies to Use Your Time Effectively and Increase Your Billable Hours. Regardless of your experience or expertise, this may also be the most difficult thing you do. While there is no 'magic formula' for this process, there are simple steps you can follow...simple habits you can form... that will help you so that you ...do not have to work hard, do not have to work longer hours, do not have to sacrifice your quality of life: Instead she'll show us how to make time work for us, not *against* us.

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Donna Wunderlich, District Court Administrator

SPEAKER AND TOPIC OVERVIEW



KELLY LAGRAVE, ACP

Kelly has been Employed as a legal assistant since 1984 and is currently working for Foster, Swift, Collins & Smith, P.C., Lansing, Michigan, in the Business/Corporate practice group. She Achieved the Certified Legal Assistant ("CLA") credential offered by NALA in 1994 and the APC designation in Intellectual Property, Real Estate, and Contracts Management Contract Administration. Kelly

earned her BA in International Relations from James Madison College at Michigan State University (Go Green, Go White!). She currently is serving NALA as its Second Vice President. Kelly will be presenting on Basic Business Organizations. A basic description of each type of organization will be addressed, the audience will be given general information on how to form each type of business organization, the various advantages to forming each type of organization will be discussed, and finally, any disadvantages to forming each type of organization will be discussed. Kelly will also be our Keynote Speaker during lunch. She will be discussing with us "NALA and its Certification Programs - The Advanced Paralegal Certification Program and the New Computer Based Testing format for the CLA/CP Exam".

DONNA WUNDERLICH, COURT ADMINISTRATOR

Donna Wunderlich, District Court Administrator, will be joining us to discuss Odyssey, the new district court management system. This new system went live in Cass and Traill Counties in October, 2009, and will be rolled out to the remaining counties in 2010 and early 2011. Odyssey will make it possible to transmit notices and orders electronically. Once the system is fully implemented, the plan is that every file in the state will be available to every judge in the state at all times, electronic filing of court documents over the Internet will be the norm, documents still received in paper (by pro se individuals for example) will be scanned into Odyssey.

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REGISTRATION INFORMATION

Fees & Registration: Please register for the seminar as soon as possible to ensure availability of course materials. Your registration fee includes the cost of breakfast, lunch, breaks and written course materials.

Cancellations: Cancellations must be received before September 16, 2010, to receive a full refund of your registration fee.

ACCOMODATIONS

Room reservations can be made at the Kelly Inn at a special seminar rate of \$79.99 (plus tax). Please call the Kelly Inn directly for your reservations at (701) 223-8001 **before September 9, 2010**. The Kelly Inn cannot guarantee availability after this date. Please mention WDALA when making your reservation. *Please note that room reservations must be cancelled 24 hours prior to date of arrival.*

REGISTRATION FORM (PLEASE PRINT OR TYPE)

(NAME)

(FIRM/SCHOOL/OTHER)

(ADDRESS)

(NALA AFFILIATED ASSN)

REGISTRATION FEES

___ WDALA or RRVPA MEMBERS	\$100.00
___ NON-MEMBERS	\$130.00
___ STUDENT	\$ 50.00
___ NALA MEMBER	\$105.00
___ NALA AFFILIATE MEMBER	\$105.00
___ ATTORNEY/LEGAL ASSISTANT TEAM	\$155.00

Make checks payable to WDALA and send to: Becky Osborn, WDALA First Vice President, c/o SKMPC, PO Box 955, Bismarck, ND 58502-0955.

Questions: Call or email—Becky Osborn, 701-258-8988, bosborn@bkmpc.com

**PLEASE COMPLETE AND RETURN WITH PAYMENT
BY SEPTEMBER 16, 2010**