

**DISTRICT 16**  
**PARALEGAL DIVISION**  
**STATE BAR OF TEXAS**



**Presents**

**ESSENTIAL PARALEGAL SKILLS**

**(CLE Approved, See Page 3)**

Friday, April 9, 2010

8:00 a.m. to 1:00 p.m.

**Wells Fargo Bank Building**

221 N. Kansas, 7<sup>th</sup> Floor Training Room

El Paso, Texas 79901

***Includes Continental Breakfast , Box Lunch and Parking***

**-- AGENDA --**

- |                               |  |
|-------------------------------|--|
| <b>8:00 a.m. — 8:15 am.</b>   | <b>Registration and Breakfast</b><br>Breakfast sponsored by Rasberry & Associates                        |
| <b>8:15 a.m. — 9:15 a.m.</b>  | <b>Cori Harbour, Attorney</b><br><b>The Harbour Law Firm</b><br>Fact Finding— Relevant v. Irrelevant     |
| <b>9:15 a.m. — 10:15 a.m.</b> | <b>Heidi Beginski, TBLS Paralegal</b><br><b>Kemp Smith LLP</b><br>Written Communication Skills           |
| <b>10:15 a.m.—11:00 a.m.</b>  | <b>Break and Vendors' Presentations</b>  |
| <b>11:00 a.m.— Noon</b>       | <b>Ambassador, Lisa Sprinkle, CP, ACP TBLS, Paralegal</b><br><b>Legal Works</b><br>Discovery and TRCP    |
| <b>Noon—1:00 p.m.</b>         | <b>Judy Torres, VP</b><br><b>Altep, Inc., Innovative Litigation Solutions</b><br>Pitfalls of E-Discovery |

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**“ESSENTIAL PARALEGAL SKILLS”**  
**\*\*\*REGISTRATION FORM\*\*\***



**Please Print or Type Information:**

Name: \_\_\_\_\_ Professional Designation: \_\_\_\_\_

PD Member:  Y  N PD Member No. \_\_\_\_\_ County in which you work: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**\*\*TUITION\*\***

***Includes Continental Breakfast, Box Lunch and Parking***

**Registration ( By No Later Than April 2, 2010 or a \$5.00 Late Fee Will Be Imposed):**

PD Members:	\$46.00
Non-Members:	\$56.00
Students:	\$15.00

Payment Amount: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_

Tuition must be submitted with registration form.  
An additional \$25.00 will be assessed for any returned unpaid checks.

Return registration form and make check payable to:

**PARALEGAL DIVISION  
c/o Clara L. Buckland, C.P.  
Kemp Smith LLP  
221 N. Kansas, Suite 1700  
El Paso, Texas 79901**

\*\*\*\*\*

**NOTE: 72 hours advance cancellation notice required for full refund. You are welcome to register at the door, however, we can only guarantee seminar materials to those who pre-register and a \$5.00 late fee will be imposed as well.**

CLE APPROVED FOR FOUR (4) HOURS BY TBLS IN THE SPECIALTY AREAS OF:  
CIVIL TRIAL LAW  
CRIMINAL LAW  
FAMILY LAW  
PROBATE AND ESTATE PLANNING; and  
PERSONAL INJURY TRIAL LAW

Also approved by NALA and the Paralegal Division of the State Bar of Texas.

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