



Law in Motion

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By Debbie Reber**

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Spring has sprung in Santa Barbara and the SBPA members are busy with upcoming events, meetings and focusing on new membership.

SBPA is hard at work with preparations for their part in the upcoming MCLE annual conference in Ventura, in conjunction with the Ventura County Paralegal Association, on April 5th, 2008. For those of you who have not registered for this conference, I urge you to make every effort to attend. The schedule of speakers and topics encompass a wide variety of areas and is sure to provide you with additional information very useful to your practice areas, not to mention the MCLE credits that we all need to acquire.

Speaking of the MCLE credits, I want to take this opportunity to echo what many of the California paralegal associations are doing and that it to reiterate the importance of our knowledge of Section 6450 of the California Business and Professions Code that relates to professions and vocations, but more specifically, the qualifications for practice as a paralegal. It is imperative that each of you read and understand this section especially where it refers to the MCLE credits that are *required* for paralegals. Failure to meet these requirements not only reflect on you in your position as a paralegal, but can and has impacted on the award of paralegal fees by the Courts.

Business & Professions Code Section 6450 established the qualifications for practice as a paralegal and makes it unlawful for any person to identify himself or herself as a paralegal unless he or she meets those qualifications and performs all services under the direct supervision of an active member of the State Bar of California. B&P §6450 went into effect on January 1, 2001. In recent California court cases involving legal fees, B&P §6450 has been applied, including *Sanford v. GRMI, Inc. dba Red Lobster*, 04-1535 (E.D. Cal. Nov. 11, 2005), *White v. GMRI, Inc. dba Red Lobster*, 04-0620 (E.D. Cal. Jan. 19, 2006) and *Martinez v. G. Maroni Co., dba Church's Chicken #948*, S06-1399 (E.D. Cal. May 1, 2007). In each of these cases, paralegal fees were denied or disallowed because the paralegals failed to meet the requirements of §6450. Consequently, it is incumbent upon you to acquire

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these MCLE credits in order to not face denial of your hard-earned billable hours for your employer/firm. It is your job to bring to the attention of your employer/firm this Code and the importance of your continuing legal education. Many firms are already on board and encourage regular attendance and in addition provide payment of conference fees, overtime pay (if the conference is on a weekend or after normal work hours) and reimbursement of travel expenses. Any assistance from your employer/firm would be welcomed, but it is up to you to have that communication with them.

The SBPA is proud to be a co-sponsor with the SBSLA in their first, annual Law Bowl on April 26th, at Zodo's Bowling & Beyond, in Goleta to benefit the Fighting Back's Teen Court of Santa Barbara. This event hopes to bring awareness to the Teen Court program which is a creative approach to the juvenile justice system as an early intervention for first-time offenders outside of the traditional juvenile system. The "Teen Court" is operated by the teens themselves. For more information on "Teen Court" please click on this link to further your own education: www.cadasb.org/en/fighting-back/teencourt.html. The SBPA will be sponsoring a lane at Zodo's, including providing t-shirts for the team, who will, as of this writing, be comprised of the young people involved in Teen Court. This event kicks off Law Week in Santa Barbara, sponsored by the Santa Barbara County Bar Association. See the following link for further information: <http://www.abanet.org/publiced/lawday/2008/events/ca08.shtml>

For those of you who might be reading this and have not yet joined the SBPA, be assured that your participation will be heartily welcomed by a group of very supportive and active members. Not only is the networking aspect invaluable, but the acquisition of new acquaintances and friendships is a natural result. Your input, new ideas and the ability to see things with "fresh eyes" can only enhance our

organization. You, as well as the present members, can help SBPA continue to grow and make a stronger voice for our profession as paralegals in the work force in California by your commitment to the association and your volunteer efforts on the association's behalf. Supporting the SBPA by your attendance at our luncheon meetings and the many events sponsored and co-sponsored by the SBPA only serve to further our professional commitment to our involvement and service to the community. For more information on membership with the SBPA, please contact Elizabeth Madrigal at emadrigal@mullenlaw.com.

California's Paralegal Day will be celebrated on Friday, June 20th this year. We will observe this with a luncheon on June 20th at the Canary Hotel (formerly known as the "Andalucía"), and is complimentary to all members. There will be a guest speaker from Los Angeles (whose name is yet unknown as of this writing) and MCLE credit will be provided to all members. Please mark your calendars for this date and make plans to attend. Come out and support not only the SBPA, but your profession as well. This is, in effect, giving each of us a "pat on the back" for a job well done! In observance of this event, we will be canceling our regularly scheduled luncheon meeting on July 15th.

This year promises to be an eventful year and I am proud of the enthusiasm, knowledge, and the willingness of the members to work, but especially the obvious camaraderie that the SBPA members show to each other and as well as to those in the community. Keep it up! As a friend of mine says on a regular basis: *Life's grand if you don't weaken*. The Santa Barbara Paralegal Association certainly shows no signs of weakening and is, in fact, gaining strength each day to help the SBPA become the best that it can be. Congratulations!

Battle Plan for Success

Creating a four-star war room

By Ursula Furi-Perry, JD

As seen in the July/August 2007 issue of *Legal Assistant Today*. Copyright 2007 James Publishing, Inc. Reprinted courtesy of *Legal Assistant Today* magazine. For subscription information call (800) 394-2626, or visit www.legalassistanttoday.com.

In the middle of an important trial, there is nothing more essential and helpful than organization and preparedness. For experienced trial attorneys and their paralegals, that translates into setting up a “war room” — an orderly, central location to keep trial materials and files.

An organized war room makes for an efficient place to access case documents and provides a safe haven for all files associated with a case. “I can have every piece of evidence known to man and it does nothing if I don’t have them organized in a war room,” said Julie D. Hunt, litigation paralegal at Saladino Oakes & Schaaf in Paducah, Ky., who was chosen as the 2006 Paralegal of the Year by the American Association for Justice (formerly the Association of Trial Lawyers of America).

At many law firms, the war room is the legal assistant’s responsibility. “The paralegal is the go-to person for documents, pleadings, discovery status questions and the like, so it’s a logical progression that paralegals would be the case ‘librarians,’ so to speak, for their war rooms,” said Janet M. Powell, a litigation project manager at Ogletree Deakins Nash Smoak & Stewart in Miami, a national labor and employment law firm exclusively representing management. Savvy and prepared paralegals are the key to setting up, organizing and maintaining a successful war room.

Planning Your War Room

A well thought-out war room means thorough planning — and a lot of it. “No two groups of attorneys will do things the same way, and no two trials are alike,” explained Ann Price, litigation case manager at Patton Boggs in Washington, D.C. “You have to be flexible. I have always planned far in advance and therefore had a minimum of problems.” While some things can be corrected if a challenge pops up, issues such as insufficient space, lack of communication methods and inadequate technology are hard to address in the middle of trial. “You don’t want a lot of workmen in your war room once your trial materials are in place,” Price said. “You must anticipate any problem that can come up and work ahead of time to resolve it before it becomes an issue.”

Also, consider war room costs to your client. While some trials warrant an elaborate war room setup, other

cases might require something smaller, prompting you to organize your materials on a single table or shelf.

Space planning is one of the most important considerations in preparing to set up a war room. “Most folks don’t give themselves enough room or don’t arrange things so that [they] can get to [them] easily. If the room is cramped, it will be difficult to function there even if the materials are well organized,” Powell said.

Consider whether the war room will be in a high-traffic area, causing distraction and disturbances. In addition, plan for any heating or air-conditioning concerns, lighting and the necessity of renting shelving, seating or equipment. Depending on your client’s needs, take into consideration electronic capabilities, such as phone lines, wireless Internet connections, security, speed and reliability.

Think about accessibility and security. Are all members of your trial team able to access the files in the room? Will you need to provide extra sets of keys to your colleagues?

You should account for plenty of office supplies and other necessities. Price said one of the greatest challenges in establishing a war room is “making sure you brought everything you need [or] think you will need, and that you bring sufficient supplies or have a steady supply stream available.” Hunt worked on one case where she and an assistant created a brand new office in their war room on location, complete with a label maker, office supplies and even a wireless printer — only to find they forgot to bring printer paper. Fortunately, this was quickly remedied by a friendly visit to the clerk’s office.

Finally, don’t underestimate the necessity of an enjoyable work environment. “You should find the surroundings pleasant and more than adequate or you will go crazy,” Price said. “You will know it’s a comfortable, workable space if you find the associates working on the case in the war room,” Powell said, adding that she also brings a CD player and a few CDs from home, and keeps contact information for nearby restaurants handy as well. And of course, on-site coffee availability is always a plus.

Setting up Shop

Paralegals typically set up the furniture and office machinery first in a war room. Think about conference or work tables, adequate seating and sufficient shelving — especially for those often full and heavy boxes where trial

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files are stored. "Try to purchase inexpensive metal shelving with [three to five] shelves so you can still stack the boxes, but only have to handle one box at a time," Powell said. For easy access, Hunt said she sets up a conference table to hold her color-coded trial files.

Next, think technology. "If your case documents are contained in a searchable database, a decision will need to be made [as to] whether to include a station in which an individual can search for documents electronically," said Laurie Sanguinetti, senior litigation paralegal at Dechert in Palo Alto, Calif., who mostly works on patent litigation matters. Printers, e-mail access, scanners and any pertinent software programs should be set up as part of the war room computer station. Make sure computer files are easily accessible and appropriately labeled on the desktop. Also, think about other technical and electrical equipment, such as a copier and shredder.

Consider how you will transport your technology and how you will physically secure it on-site. Check the location for sufficient outlets and figure out whether you will need to bring surge protectors. Make sure the war room has a suitable and efficient Internet connection, and check in advance whether the trial team will be able to access office files remotely. "The one thing I find curious that is often overlooked is a phone," Sanguinetti said. A speaker phone might also come in handy. Hunt said she sets up equipment that is necessary to go over any trial exhibits and demonstratives, such as screens and projectors.

Don't forget contact information. "I have [a] desktop icon for my case telephone book," Powell said. "It has the contact data for everyone and everything associated with my case." Powell splits her book into various categories — including court information, trial team members, witnesses and opposing counsel's contacts — and lists full contact information, work schedules and any notes on availability or special commitments.

Once the war room is set up, make sure every member of your trial team is aware of its location and how files are organized. "If you have a large case, give a tour of the room when it is pulled together so everyone can see where everything is," Powell said. "Ask for feedback from the trial team [and] keep an open mind and implement their suggestions if everyone agrees."

Organizational Secrets

"The most important thing is that the room has to work;

there must [be] a sense of control and organization, and everything must be easily accessible," Powell said. "If your war room is disorganized, it creates visual and mental chaos and confusion, which might translate in the minds of your trial team that the paralegal is confused. Clients walking into your war room should feel that they are getting their money's worth." A disorganized war room might mean an unnecessary waste of time and your client's money, unhappy attorneys and even the possibility of losing important files and materials.

Though methods of organization might vary by attorney, paralegal or case, "a war room is most functional when the materials are organized by party," Sanguinetti said. "You can go one step further and organize by source within the parties."

Sanguinetti calls her organizational system the "library approach," marking each document, box, binder and file with a tracking number to easily identify the document's location. "Each item is then placed on a War Room Tracking Inventory (WTI), which functions as an index of case materials," Sanguinetti added. "Keeping copies of the WTI handy in the war room allows attorneys a way to quickly find an item without scanning over a multitude of shelves."

Color-coding different types of items also works. Neatly label file folders and clearly mark trial notebooks, Powell said. It makes sense to have the most frequently accessed documents in a location that is most easily accessible.

"You will always need to organize different types of cases differently, but you will still have basic groups of documents in any type of case including pleadings, discovery materials, exhibits, witness files, research files [and] trial motions," Price said. She Bates-numbers every document and double- or even triple-checks each number before the files leave the firm for the war room. Price also said it pays to keep materials in at least two places. "I like to organize both hard copies and computer copies on CDs and [in] separate folders," she explained. "Sometimes it's quicker to find the document electronically, but most attorneys, particularly in trial, like the comfort of the familiar hard copy that they can easily highlight [or] mark up."

Because it's imperative that the paralegal in charge of the war room be familiar with the contents of each file, it might be necessary to rearrange those files' contents, even if that means extra work. "Many trial paralegals tear down and reassemble files when they put their war rooms together so they are sure they know

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everything in the file,” Powell said. “Some might be reluctant to take that step, but the five secretaries and five other attorneys who have worked on that file are no longer responsible for its organization and finding things — you are. Bite the bullet and do it.”

Finally, it’s essential to organize any materials that need to be kept out of the war room or trial. “Once I take one of our original files and have removed everything I need into the trial file, I will put a rubber band around [the office file],” Hunt said. “No one is allowed to remove that rubber band without discussion and once we are headed into the courtroom, everything with a rubber band on it stays out but nearby.”

Out-of-Towners: Setting up the War Room on Location

Special planning considerations arise if you are setting up a war room on location, outside of your firm’s offices. Trials can mean traveling, sometimes across state lines, prompting the trial team to organize materials in foreign territory. Your war room might wind up being a secure room in co-counsel’s offices or in the hotel where you are staying.

When setting up the war room on location, Price said the first issue is figuring out how to get each document safely to its destination. Plan out transportation logistics. Will you ship your documents to the location ahead of time, rent a truck and drive them or carry them with you when you travel by plane? In any case, Price said scanning the documents onto CDs that you will take in your carry-on bag is essential. Organize and label all documents at your firm before you leave, Powell said. It might also make sense to leave extra copies of essential documents at a “home base” in case something is lost or damaged during transit.

As for taking trial files in to the courtroom, Hunt recommends clipping case boxes or Bindertek to make transportation a cinch. (Binderteks are two-ring notebooks in different colors with tabbed dividers; there also are cases with clips on the back that attach to a two-wheel roller for easy transport of the notebooks.)

Cost presents another challenge when choosing an off-site war room location. “Cost considerations will no doubt determine your choice of location for the war room. Just go into it knowing there will be advantages and disadvantages to any type of situation you will encounter and be ready for them,” Price said. “The best paralegal is the one who is flexible and has a plan A, plan B and plan C for every contingency.”

Also, pay attention to the war room’s proximity to the courthouse, your offices (or your opponent’s) and any other pertinent location. “It’s also important that [the war room] not be the same location as the sleeping quarters, since you [might] have some members sleeping while others are working,” Price said.

If the war room must be set up in a hotel room, you might have to take extra precautions, including arrangements for emptying the trash and shredding documents to make sure the hotel staff doesn’t have access to trial materials. On the other hand, “If you are in a local counsel’s office, you have to worry about others coming in and taking your supplies and moving your documents around in an area where they normally would have access,” Price added.

When possible, visit the war room location ahead of time and check with your trial team members to see if they have any requests or special expectations. Powell, for example, recalls one trial where the original war room setup didn’t meet the attorney’s expectations because he felt the space was too confined, which left Powell scrambling for a backup.

“When we all got to the trial city (several hours from our home office) the head attorney didn’t like the location another person had made the arrangements for and suddenly decided that he liked somewhere else better — and that was where we were going,” Powell said. As a result, she spent considerable time on the phone tracking down furniture and office machine vendors.

To avoid a repeat, Powell said she secures a layout of the space so she can get approval from the attorney ahead of time, and she spends time scoping out vendors and resources on location before leaving for trial. Some of the vendors she recommends having at your fingertips are:

- a high-volume copying service;
 - a service for additional demonstrative exhibit preparation;
 - a local staffing agency;
 - local eateries;
 - the closest 24-hour pharmacy; and
- the closest, fastest dry cleaner.

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Maintenance Is the Key to Trial Sanity

You could have the most well-planned and organized war room on the block, but it will all be for naught if you don't take special care to maintain its integrity, safety and organization.

For starters, pay continued attention to space. One of the greatest challenges that can arise with a war room is running out of space for your files. "It can be hard sometimes to gauge the volume of case materials you are going to wind up with as discovery progresses. What was once considered a small matter document-wise can change to a huge one with a single document production received by an opposing party," Sanguinetti said. "You must then make judgment calls as to whether you should relocate your entire war room to a larger area, move certain materials into storage or split materials into multiple war rooms."

Staying organized is another must. "Attorneys are often stressed and focused on a single issue at trial. It's the paralegal's duty to keep a big picture approach, and part of that is to keep the war room organized," Price said. A disorganized war room quickly can become an unpleasant place to work, especially with trial team members taking documents out of the war room to work on them elsewhere — those documents can become lost or unavailable for the next person who needs to use them, Price added.

To keep order, paralegals in charge of the war room need to make certain that documents are filed in their proper places. "It's imperative that the documents used are put back into place so they can be found quickly the next time they are needed," Price said. "I recommend that the paralegal keep an eye out for clutter, papers left out ... and make it a priority to refile these as soon as possible."

Hunt has a color-coding and numbering system for the notebooks, and due to this she can quickly tell if a trial book is missing. "Normally, the trial attorney will not remove items from the trial books, but will ask for his [or her] own copies if he [or she] needs something, and those copies are clearly stamped with [the attorney's] initials so I know [they have] not been removed from the trial book," she said.

Sanguinetti said she discusses the war room with the team as it's being set up to help keep it organized and intact. "I usually try to explain to the team ... that the materials in the war room are for community use, and if they want to borrow something, to let myself or another paralegal on the team know. We then note on the WTI who has the materials in question."

One thing that Powell keeps in mind is that she is there to support the attorneys. "Realistically, everyone is under intense pressure to perform, and my survival instinct on [maintenance] is to remember that I am there to support my people," she said. Recognizing that, Powell added, "one thing that has been helpful is that we have PDFs of most of the important documentation filed in our firm's document management system. Often, the attorneys don't even need the physical files to print out a copy of a motion, order, report or other exhibit. It's just easier to pull it up on the system at their desks and hit 'print.'"

Safety also becomes an issue with war room maintenance. Experienced litigation paralegals agree that a simple lock on the door is sufficient protection, as long as keys are only provided to authorized trial team members. Alternatively, Sanguinetti said having a team member or other "war room librarian" on location to guard the documents might also work.

"I once had to set up a war room in the hospitality suite of a hotel," Powell said. "The doors had locks, of course, but it was such a large case that various attorneys and some of the experts needed to have access during the days when the rest of us were in court. We had a secretary with us and then had another person who was hired to assist with all the logistics that we more or less just stationed in and around that area to keep an eye on everything." Powell also keeps the security desk's contact information taped to her phone.

With plenty of planning, organization and thorough maintenance, paralegals can make sure their war rooms provide accessibility, security and efficiency to the entire trial team. "Litigation paralegals should be familiar with setting up [a war room] because we are the ones who most often field questions from attorneys who are trying to locate a piece of information they know they saw but can't remember where," Sanguinetti explained. "If a war room is properly set up and maintained, a person will be able to locate whatever he or she needs quickly and efficiently."

2008 CALENDAR

CALENDAR

March 31, 2008 - César Chávez Day (court closed)

April 23, 2008—Administrative Professional Day

May 10, 2008—Mother's Day

May 26, 2008 - Memorial Day (court closed)

June 15, 2008—Father's Day

July 4, 2008 - Independence Day (court closed)

September 1, 2008 - Labor Day (court closed)

October 13, 2008 - Columbus Day (court closed)

October 16, 2008- National Boss Day

CONFERENCES

April 5, 2008 — Springtime MCLE Program presented by SBPA and VCPA and held at Four Points Sheraton, 1050 Schooner Drive, Ventura, CA

Keynote Speaker: Denise de Bellefeuille, Judge of the Superior Court of Santa Barbara

June 21, 2008— 20th Annual Educational Conference CAPA hosted by the Paralegal Association of Santa Clara County and held in Santa Clara, California

SBPA LUNCHEONS

This year's general membership meetings will be held on the following dates and are open to you and your guests:

May 20, 2008 - 12:00 pm. - 1:30 p.m.

June 20, 2008 - 12:00 pm. - 1:30 p.m. (held at the Canary Hotel, Santa Barbara)

September 9, 2008 - 12:00 pm. - 1:30 p.m.

November 11, 2008 - 12:00 pm. - 1:30 p.m.

All luncheon membership meetings are held at Santa Barbara Bank & Trust, located at 1021 Anacapa Street, Santa Barbara. If you have questions regarding the program please contact Jill Sadler at jill@jackmansadler.com.

Catered Buffet Luncheon - \$18 members, \$20 non-members

RSVP to Jill Jackman Sadler at jill@jackmansadler.com

Please remember that food orders for the meetings are based on the RSVPs. Please cancel your RSVP before the food is ordered if you are unable to attend the meeting after all, otherwise the association will have to pay for the meal and too much food is left over. On the flipside, please RSVP for meeting before the food is ordered (especially if you are part of a bigger group) to ensure that there is enough food for everyone. Thank you!

Registration Form.

Name

Address

City, State, Zip

Daytime Telephone

e-mail address

Paralegal Attorney Other Legal/Professional

Breakout Session Selections:

Morning: 1A 2A 3A

Afternoon: 1P 2P 3P

Conference Fees: \$70.00 Student Member
\$100.00 Early Bird
\$115.00 After 3/25/2008
\$125.00 At the door

No refunds after March 25, 2008
PAYMENT BY CHECK ONLY, made payable to
Ventura County Paralegal Association and sent to
PO Box 24229, Ventura, CA, 93002.

If you have any questions please e-mail Cyndi Hitsman
at Springtime.Conference@yahoo.com

ABOUT US

Santa Barbara Paralegal Association (formerly Legal Assistants Association of Santa Barbara) was founded in 1979 as an organization of professionals who share an interest in the field of law and in career advancement. It is an affiliate of the National Association of Legal Assistants (NALA) and of the California Alliance of Paralegal Associations (CAPA) and serves the Santa Barbara area. The organization was formed in order to encourage and formalize continuing education and the exchange of ideas among persons in the paralegal profession, to encourage newcomers to the field, and to establish and continue good professional relationships between paralegals and other members of the legal community.

The Ventura County Paralegal Association (VCPA) (formerly the Ventura County Association of Legal Assistants--VALA) is committed to a high order of ethical and professional attainment. This incorporated association is highly determined to encourage its members to pursue further education in their profession. In addition to this, VCPA is actively engaged in cooperation with local and state Bar Associations. VCPA is devoted to supporting and carrying out the programs, purposes, aims and goals of the National Association of Legal Assistants, Inc., and the California Alliance of Paralegal Associations.

MCLE Sponsored by Ventura County Bar Association

San Buenaventura Ballroom
Four Points Sheraton
1050 Schooner Drive, Ventura, CA
Beautiful Ventura Harbor

SPRINGTIME MCLE PROGRAM

An Educational Conference

presented by
Santa Barbara Paralegal Association
Ventura County Paralegal Association



Saturday, April 5, 2008

Four Points Sheraton
1050 Schooner Drive, Ventura, CA



*A proud sponsor of this event and
generous supporter of the Legal Profession*

GENERAL INFORMATION

EARLY BIRD REGISTRATION

Mail in your registration by March 25, 2008, for the lowest fee of \$100. Current students pay \$70 early bird (attach proof of enrollment). Registration confirmations by e-mail only.

PRE-REGISTRATION

After March 25, 2008, mail in your registration and pay \$115.

**Mail your Early Bird or Pre-Registration to:
Post Office Box 24229
Ventura, CA 93002**

REGISTRATION AT THE DOOR

Register between 8:00 a.m. and 9:00 a.m. the morning of the conference and pay \$125.

HOTEL ACCOMMODATIONS

Discount hotel rate of \$108 to attendees. Make your reservations by March 14, 2008. Four Points Sheraton, 1050 Schooner Drive, Ventura, CA, 805-658-1212.

MCLE

Earn five hours of MCLE credit, including two hours of ethics. Also, the Morning Breakout Session offers a program that meets the California State Bar one credit of MCLE Bias requirement.

CONFERENCE PROGRAM

8:00 – 9:00 a.m.	Registration, Vendor Viewing and Continental Breakfast
9:00 – 10:00 a.m.	Keynote Speaker : Honorable Denise de Bellefeuille Ethics for Everyone: How to Feel GREAT About Yourself and Your Work. (1 hour Ethics MCLE)
10:00 – 10:15 a.m.	Break and Vendor Viewing
10:15 – 11:15 a.m.	Eduardo Cue Teen Court: An Innovative Approach to Juvenile Justice in Santa Barbara County. (1 hour MCLE)
11:15 – 11:30 a.m.	Break and Vendor Viewing
11:30 – 12:30 p.m.	Morning Breakout Sessions (choose one of three topics) (1 hour bias or general law MCLE)
12:30 – 1:30 p.m.	Lunch and Vendor Viewing
1:30 – 2:30 p.m.	Andy H. Viets, Esq. Paralegal Fees and Business & Professions Code 6450 (1 hour Ethics MCLE)
2:30 – 2:45 p.m.	Break, Vendor Viewing and Solve the Puzzle Drawings
2:45 – 3:45 p.m.	Afternoon Breakout Sessions (choose one of three topics) (1 hour MCLE)

BREAKOUT SESSION TOPICS

Select the programs you want to attend from the following descriptions. (Note: one program per session.)

Morning (11:30 – 12:30 p.m.):

Estate Planning is for Everyone presented by Kevin G. Staker, Esq., a State Board Certified Specialist in tax and estate planning. Learn why proper estate planning is so important in all stages of life. (Session 1A)

Advanced Health Care Directives & Associated Regulations presented by Emille Rayman, Esq., Compliance Officer for Community Memorial Hospital. Learn what California's statutory *Advanced Health Care Directive* form really says and does. (Session 2A)

Hot Button Workplace Bias Issues presented by Roberta Burnette, Esq. Roberta will summarize her publication on Equal Employment Opportunity issues, nontraditional California protections for workers, and offer practical advice on how employers can comply with the law and minimize the risk of liability. (Session 3A)

Afternoon (2:45 – 3:45 p.m.):

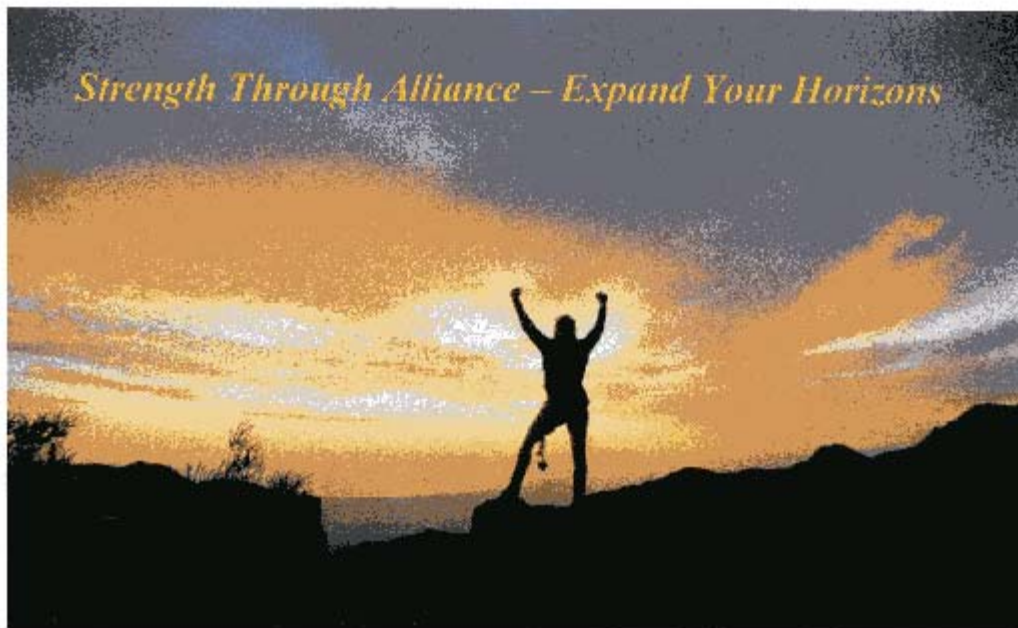
180 Days Before Trial presented by Jill Jackman Sadler. Discussion including trial deadlines, calendaring, document and evidence control and presentation and preparing the attorney for a smooth trial. (Session 1F)

Recent Changes to Conservatorship Laws presented by Cheri L. Korman, Esq., a State Board Certified Specialist in estate planning. Learn about changes in the law concerning conservatorships and actual conservatorship procedures. Whether you assist in conservatorship matters often or rarely, you won't want to miss this information. (Session 2F)

Mediation presented by Cheryl Allan-Mee and Gal Campos, Directors of Ventura Center for Dispute Settlement. Learn about the many benefits of mediation and what key information to include in your mediation brief. (Session 3F)



California Alliance of Paralegal Associations (CAPA) Presents
THE 20th ANNUAL EDUCATIONAL CONFERENCE
Saturday, June 21, 2008



Hosted by the Paralegal Association of Santa Clara County (PASCCO)

Hilton Santa Clara
4949 Great America Parkway
Santa Clara, CA 95054

Speakers Include

***Tom Campbell*, Dean of the Haas School of Business at U.C. Berkeley
Tesha Poe, Esq., Paralegal Instructor, DeAnza College on Ethics
Lynn Conner on Terrorism, Money Laundering and Ownership of Legal Entities
Jennifer Lockhart, Esq. on Privacy in Employment**

More details to follow at www.caparalegal.org

*The California Alliance of Paralegal Associations is a
California State Bar Association Approved MCLE Provider*





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Wayne Marien,
CLVS

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