



# 23rd Annual Educational Seminar for Legal Professionals

## Smart Practices in Law and Technology: The Future is Now

Registration Packet

**2018 Keynote Speaker is**  
**The Honorable Letitia H. Verdin**  
**13<sup>th</sup> Judicial Circuit, State of South Carolina**

Dear Members and Legal Professionals:

Our Seminar Committee has worked hard this year to bring you selection of experienced and professional speakers with a variety of backgrounds and education. The 23<sup>rd</sup> Annual Educational Seminar for Legal Professionals provides legal and ethical education and professional development through presentations from area attorneys and legal professionals!

Do you work in a “smart” practice? Do you want to learn valuable tools and information to achieve a smarter more effective practice? This year, we have exciting course offerings in practical applications for your law practice! You will learn how to lean your office, use software and technology to enhance your discovery and trial preparation, and enhance your practice’s competence and efficiency.

Attendees will receive valuable information and have the opportunity to earn CLE/CPE credits. You will also have an opportunity to network with paralegals, attorneys, and other legal professionals from all around the upstate!

Please feel free to review our attendee package, and contact [seminar@scupa.org](mailto:seminar@scupa.org) with any questions. We offer Full Day or Half Day attendance, and classes may be used for CLE/CPE credit. We hope you will be able to attend this year and look forward to a great event!

**Paula Allamong**  
SEMINAR COMMITTEE CHAIR



## 2018 SEMINAR REGISTRATION INFORMATION SHEET

**EARLY BIRD REGISTRATIONS RECEIVED BY OCTOBER 1, 2018 ARE ELIGIBLE FOR A \$15 DISCOUNT AND YOU WILL BE ENTERED FOR A \$100 CASH PRIZE DRAWING!**

**MAIL COMPLETED REGISTRATION FORM WITH CHECK PAYABLE TO "SCUPA" TO SCUPA Seminar, PO Box 10491, Greenville SC 29603. If paying by credit card, select this option below and email your registration information to [seminar@scupa.org](mailto:seminar@scupa.org). An invoice will be issued for your immediate credit card payment.**

**CONTINUING EDUCATION CREDIT** – Attendance of the Full Day seminar provides the opportunity to earn 5 or more Continuing Legal Education (CLE) and/or Continuing Paralegal Education (CPE) credits. The application for CLE credit NALA – The Paralegal Association, the South Carolina Bar Association, and the South Carolina Board of Paralegal Certification. SCUPA seminars have previously met requirements for NALA accreditation. CLE reporting forms will be available in the registration packet on the day of the seminar, and each form must be signed and verified by a Certified Paralegal. There will be sign-in sheets at each class to verify attendance for submission to the South Carolina Board of Paralegal Certification for South Carolina Certified Paralegal (SCCP) CPE credit.

**EARLY REGISTRATIONS** – Registrations postmarked and/or paid by October 1, 2018 qualify for a \$15 early-bird discount, and registrant will be entered into a prize raffle to be announced during seminar. Discount does not apply to students, half-day registration, or lunch-only registration.

**LATE REGISTRATIONS** – Postmarked after Friday, October 19, 2018, or paid on the day of the event are subject to a \$20 late fee.

**REFUND POLICY** – Full refunds will be made for cancellations received by 5:00 p.m. on Friday, October 19, 2018. If you must cancel, please contact Paula Allamong via e-mail at [seminar@scupa.org](mailto:seminar@scupa.org) or at 803-415-0266.

**COURSE SELECTION** - Please refer to pages 2 and 3 of this registration package for seminar class details. Course presentations listed are currently scheduled, however, may not be guaranteed in case of unforeseen circumstances. However, SCUPA works diligently to ensure all attendees have the opportunity to attend five sessions for an all-day seminar.

**HOTEL ACCOMODATIONS** – SCUPA does not have a room block available. However, there are several options for downtown hotels. The KROC center is a short drive from downtown Greenville, SC. Some downtown hotels include the Hampton Inn, Courtyard by Marriott, Holiday Inn Express, Embassy Suites, Aloft, Swamp Rabbit Inn, and many more.



## 23rd ANNUAL EDUCATIONAL SEMINAR FOR LEGAL PROFESSIONALS

Friday, October 26, 2018  
KROC Conference Center  
424 Westfield Street  
Greenville, SC 29601

### KEYNOTE SPEAKER

**The Honorable Letitia H. Verdin**  
**Thirteenth Judicial Circuit, State of South Carolina**

*“E-Filing and Communication With The Court”*

### SCHEDULE OF EVENTS

**8:00 AM – 9:00 AM**

**Welcome – Registration**

Mix and Mingle with our Vendors!  
Continental Breakfast

**9:15 AM – 10:15 AM**

**Ethics Presentation – All Attendees**

*“Recognizing & Responding to Depression in the Workplace”*  
by C. Stuart Mauney, Esq.

**10:30 AM – 11:45 AM**

**Morning Breakout Session**

**11:45 AM – 12:30 PM**

**Lunch – Announcements/Vendor Introductions**

Buffet Lunch; SCUPA Announcements; Prize Giveaways

**12:30 PM – 1:45 PM**

**Law & Technology – All Attendees**

*“Mastering the Legal Hold: Managing Discovery in Litigation”*  
by Tim Thames, Legal Technology Manager at Harpoottian Law

**2:00 PM – 3:00 PM**

**Keynote Speaker – All Attendees**

We welcome the Honorable Letitia H. Verdin, 13<sup>th</sup> Judicial Circuit, State of South Carolina

**3:30 PM – 4:45 PM**

**Afternoon Breakout Session**

### Additional Venue Information:

Parking behind the KROC Center is very limited.  
Overflow Parking is located at GPS Address: 355 Hudson Street, Greenville SC 29601.

## FULL DAY REGISTRATION

The following registration fees are for Full Day attendance to seminar. Full Day attendance includes access to the ethics presentation, morning breakout session, Keynote presentation, law & technology session, and afternoon breakout. Program materials, continental breakfast, luncheon, access to exhibitor booths, and eligibility for door prizes are also included.

<input type="checkbox"/>	\$180	<b>SCUPA MEMBER</b>
<input type="checkbox"/>	\$200	<b>NON-MEMBER</b>
<input type="checkbox"/>	\$80	<b>STUDENT</b> (actively enrolled in a paralegal program)

## HALF DAY REGISTRATION

The following registration fees are for either (a) the Ethics presentation and morning breakout session or (b) the Keynote presentation and afternoon breakout session. The fee includes program materials for the sessions selected and access to exhibitor booths. Half Day attendees are not eligible for door prizes. Meals are available for an additional fee.

<input type="checkbox"/>	\$100	<b>Select ONE:</b> <input type="checkbox"/> <b>Morning (Ethics and morning breakout session) <u>OR</u></b> <input type="checkbox"/> <b>Afternoon (Keynote and afternoon breakout session)</b>
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**Registrants for the Full Day seminar and the morning Half Day seminar will attend the Ethics Session plus one morning breakout session; Registrants for the Full Day seminar and the afternoon Half Day seminar will attend Keynote presentation and one afternoon breakout session; Registrants for the Full Day seminar will also attend the luncheon and be eligible for prizes and giveaways; Half Day registrants must pay an additional fees for lunch.**

## BREAKOUT SESSION

Pick **ONE** class in each breakout session

<b><u>Morning Breakout Session</u></b> 10:30 AM – 11:45 AM	<b><u>Afternoon Breakout Session</u></b> 3:30 PM – 4:45 PM
<input type="checkbox"/> A. “Career Advancement: The Good, the Bad, and the Just Plain Ugly” Karen Hall, ACP  <input type="checkbox"/> B. “Leaning on MYCASE to Quiet Title” Using “Lean Law Firm” principles and MYCASE To work smarter and increase efficiency. Rachel McConoughey, Esq.	<input type="checkbox"/> C. “Tips and Tricks for Trial Prep” Joshua Snow, Esq.  <input type="checkbox"/> D. “Accessorize with Adobe and Excel: Best Tips to Add Value” Amy Johnson, Paralegal

## MEAL SELECTION

**The luncheon is included Full Day attendance.**

Half Day attendees and others wishing to attend the luncheon may pay this additional fee to attend.

<input type="checkbox"/>	\$40	<b>LUNCHEON: ADD-ON FOR ½ DAY ATTENDEES</b>
<input type="checkbox"/>	\$20	<b>BREAKFAST: ADD ON FOR ½ DAY ATTENDEES</b>



**23<sup>rd</sup> ANNUAL EDUCATION SEMINAR FOR LEGAL PROFESSIONALS**

**Payment Information**

Attendee Name: \_\_\_\_\_

\_\_\_\_\_ \$180 Full Day SCUPA Member

\_\_\_\_\_ \$200 Full Day Non-Member

\_\_\_\_\_ \$80 Student

\_\_\_\_\_ \$100 Half Day Registration - Please circle AM or PM

\_\_\_\_\_ \$40 Luncheon add-on (for Half Day registration)

\_\_\_\_\_ \$20 Breakfast add-on (for Half Day registration)

\_\_\_\_\_ -\$15 Early-Bird Discount with Registration postmarked by October 1, 2018 \*be entered for a raffle prize\*

\_\_\_\_\_ = **TOTAL**

\_\_\_\_\_ Enclosed please find my check payable to "SCUPA" in the amount of \$\_\_\_\_\_.

\_\_\_\_\_ I wish to pay by credit card. I will pay the invoice promptly upon receipt. Please send me an invoice in the amount of \$\_\_\_\_\_.