

A Paralegal's Guide

AUTOMOBILE CASES FROM START TO FINISH

» Practical Tips and Tricks for Helping to Build a Strong Case

RICHMOND, VIRGINIA
SEPTEMBER 29, 2009

FACULTY

John D. Ayers
Aubrey R. Bowles III
William Allan Burns Jr.
J. Thompson Cravens

CREDIT INFORMATION

NALA - 6.0, 1.0 ethics
NFPA - 6.0, 1.0 ethics
See inside for details.

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ABOUT THIS SEMINAR

In every auto accident case, the stakes are high for everyone involved. Whether you sit on the plaintiff or the defense side, the client is relying on your legal team to win. From the time you get the file to when the case is closed, your responsibilities can be key in uncovering the essence of the case. Let us save you countless hours of trial-and-error by helping you to become versed in the essential elements of a comprehensive auto file. These practical tips and strategies will prepare your team for all phases of the suit. Whether you handle them routinely or only occasionally, our start-to-finish approach to handling auto accident cases will help you deliver exactly what your attorneys expect. **Enroll today!**

7 BENEFITS OF ATTENDING

- Work through the critical initial procedures in the first 90 days.
- Manage the discovery process to get the information that will solidly support the case.
- Conduct a thorough review of discovery responses to get the information you need.
- Identify experts who will help to bolster your case and support the evidence your team will be presenting.
- Draft settlement documents that will bring the case to a successful conclusion.
- Create case-winning exhibits sure to grab the jury's attention.
- Discover what the other side is looking for in order to be prepared for whatever comes your way.

WHO SHOULD ATTEND

This **basic-to-intermediate level seminar** will provide step-by-step guidance for effectively assisting with auto cases and an insight into the inner workings of the "opposing side" to:

- Paralegals
- Legal Assistants
- Legal Support Staff

WHY INSTITUTE FOR PARALEGAL EDUCATION

For over 10 years, the Institute for Paralegal Education (IPE), a division of NBI, Inc., has provided legal education to paralegals, legal office staff, law students, new attorneys and those beginning work in a new area of practice. We stand by our promise to provide skill-based education intended to enhance the professional abilities of those responsible for the hands-on-work in law offices and businesses. If you are searching for practical ways to apply legal knowledge to your professional tasks, IPE is the training source for you.

Our sister company, National Business Institute (NBI), has provided legal education for more than 20 years. Through NBI, we work to serve seasoned paralegals and legal staff, attorneys at all practice levels, and all other business professionals by providing the essential training needed to navigate legal waters found in both the business community and during the practice of law. When your professional demands require that you have a comprehensive understanding of legal principles, tools and techniques, NBI is the educational source for you.

Our commitment to your success is what drives our daily activities, and we're confident that you'll find the training and education that best meet your professional objectives and skill sets. When you train with IPE and NBI, you not only make an investment in your career, but you also make an investment in yourself.



REGISTRATION

MAIL
use registration form on back of brochure

PHONE
800-793-5274 (7:00 am - 5:30 pm CST)

ONLINE
www.ipe-sems.com

FAX
715-835-7488

Pre-registration is encouraged. If you need to register at the door, you may wish you call us first to confirm availability and to receive information regarding schedule or location changes.

SEMINAR OUTLINE

I. WHAT TO DO IN THE FIRST 90 DAYS

9:00 - 10:30, William Allan Burns Jr. and J. Thompson Cravens

- A. What to Do Once You Receive the File
- B. Drafting Acknowledgement Letters
- C. Conducting a Thorough Driving Record, Litigation and Criminal History Check
- D. Hiring and Communicating With an Investigator
- E. Getting Information From Medical Providers and Employers
- F. Additional Information You Need to Request
- G. Preparing Initial Discovery Requests to Parties
- H. Examining the Negotiation Process and What You Should Do if It Fails
- I. Issues Unique to Your Side
- J. How Does This Work Fit Into the Overview of the Case?

II. WORKING THROUGH THE DISCOVERY AND CASE INVESTIGATION PHASE

10:45 - 12:00, Aubrey R. Bowles III

- A. Review of Discovery Responses
- B. Gathering and Summarizing Medical Records and Bills
- C. Interviewing Witnesses and Law Enforcement
- D. Key Information Gained From the Accident Report, Scene and Vehicle
- E. Policy Limits, UM/UIM and Other Insurance Issues
- F. Working With an Expert to Assess Your Case
- G. Unique Plaintiff Considerations
- H. Unique Defense Considerations
- I. Updating Your Case Notebook
- J. Common Mistakes to Avoid
- K. How Does This Work Fit Into the Overview of the Case?

III. MEDIATION: THE BEST APPROACH TO AVOIDING TRIAL

1:00 - 2:00, William Allan Burns Jr. and J. Thompson Cravens

- A. Gathering Updated Information in Anticipation of Mediation
- B. Preparing Effective Settlement Documentation
- C. How You Can Best Serve the Attorney During Mediation
- D. Post-Mediation Duties – Drafting Settlement Documents and Issuing Payments

IV. PRE-TRIAL AND TRIAL PREPARATION: WHERE THE RUBBER MEETS THE ROAD

2:15 - 3:30, William Allan Burns Jr. and J. Thompson Cravens

- A. Gearing Up for Trial – Issuing Subpoenas and On-Call Letters
- B. Constructing an Effective Trial Notebook
- C. Building an Invaluable Witness and Exhibit List
- D. Creating Case-Winning Exhibits
- E. Preparing Pre-Trial Memorandums, Trial Briefs and Motions in Limine
- F. The Indispensable Paralegal – How to Help Your Attorney Best Present the Case

V. ETHICAL ISSUES TO BEWARE OF

3:30 - 4:30, John D. Ayers

- A. Maintaining Confidentiality – Tips to Keep You on Track
- B. Identifying Conflicts of Interest With Multiple Representations
- C. Avoiding UPL – Answering Client Questions Without Giving Legal Advice

*If needed, the above agenda may be changed to best accommodate all of our attendees.

CREDIT INFORMATION

The specific continuing education credit(s) listed below are for attending the live seminar. The credits may or may not apply for the audio version of this seminar. Please check with your credit board for details. For additional questions regarding education credits please contact us at **866-240-1890**.

NALA - 6.0 - This seminar meets the requirements of the Certifying Board for Legal Assistants of the National Association of Legal Assistants, Inc., for 6.0 hours, including 1.0 ethics, of continuing legal assistant education credit required to maintain the CLA (Certified Legal Assistant) credential. Self-Study credit is available.

NFPA - 6.0 - This seminar has been approved by The National Federation of Paralegal Associations, Inc. (NFPA) for 6.0 hours of Continuing Legal Education, including 1.0 hour of ethics. Self-Study credit is available.

IMPORTANT DETAILS



RICHMOND — SEPTEMBER 29

Richmond Marriott

500 East Broad Street, Richmond VA 23219

Phone 804-643-3400

SCHEDULE

Registration 8:30 - 9:00 am

Program 9:00 am - 4:30 pm

TUITION

First registrant \$279

Additional registrants \$269

DIRECTIONS & PARKING

To obtain directions and parking information, please contact the facility listed above.

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Has your schedule changed? Visit us on the web or call one of our Customer Service Representatives to learn more about your cancellation options.

REFERENCE BOOK

Automobile Cases From Start to Finish

Our comprehensive course book, written specifically to accompany this program, allows you to use it as a reference back at the office!

AUDIO RECORDINGS

This seminar will be recorded in its entirety. If you can't attend, you can still obtain the benefits of the information provided by purchasing the manual and CD. See the registration form to order.

WHO WILL TEACH YOU

JOHN D. AYERS is an attorney at Marks & Harrison, P.C., where he focuses his practice exclusively in representation of the injured. He is admitted to practice in the state courts of Virginia. Mr. Ayers was a presenter at a New Law (HB3182) to the General Assembly; he presented a summary of "Polarizing the Case" by Rick Freidman at the Virginia Trial Lawyers Association's Annual Advanced Auto Retreat; and he has presented various CLE seminars, including "Liens," at the annual Virginia Trial Lawyers Association Paralegal Seminar, as well as "Personal Injury Settlements, Including ERISA Claims" and "Preparing and Trying the Auto Injury Case," for National Business Institute. He is the author of "Should I Pay for This ERISA Claim?" *The Journal of Virginia Trial Lawyers Association* (Winter 2006), and "Applying the Physician-Patient Privilege When Representing Defendants in Personal Injury Cases" *The Journal of Civil Litigation*. Mr. Ayers is a member of the Christian Legal Society; the Lewis F. Powell, Jr. American Inn of Court; the Virginia Trial Lawyers Association (current vice president of Young Trial Lawyers Leadership, current member of Tort Law Legislative Subcommittee, past member of General Practice Legislative Subcommittee, past member of Membership Committee, and current member of Litigation Support Committee); the Richmond, Virginia and American Bar Associations; the American Association for Justice; and the Southern Trial Lawyers Association. He earned his B.A. degree from Virginia Tech and his J.D. degree from the University of Richmond Law School.

AUBREY R. BOWLES III is a senior partner with the Richmond law firm of Bowles and Bowles, where he practices in the areas of railroad and transportation litigation. He has lectured on civil litigation and federal rules to various professional organizations. He attended the University of Paris-Sorbern, and earned his B.A. and J.D. degrees from the University of Virginia. Mr. Bowles is a member of Richmond Friends of Rail, a program of the Virginia High Speed Rail Development Committee; the Richmond, Virginia and American Bar associations; the Virginia State Bar; The District of Columbia Bar; the National Association of Railroad Trial Counsel; the American Judicature Society; and the American Law Institute.

WILLIAM ALLAN BURNS JR. is an associate at the law firm of Cravens & Noll, P.C., where his practice areas include family law, criminal law, wills, personal injury and general civil litigation. Mr. Burns is admitted to the Virginia Bar and the U.S. Bankruptcy Court Eastern District of Virginia. He is a member of the Chesterfield and American bar associations, and the Richmond Criminal Bar. Mr. Burns earned his B.A. degree from Furman University, Greenville, South Carolina, and his J.D. degree from the University of Richmond, The T.C. Williams School of Law, Richmond, Virginia.

J. THOMPSON CRAVENS is president of the law firm of Cravens & Noll, P.C., where he practices in the areas of personal injury, criminal law, domestic relations and military law. He earned his B.A. degree from the University of Virginia and his J.D. degree from the College of William & Mary. Mr. Cravens served on active duty in the U.S. Army for five years as both a military prosecutor and trial defense counsel in the Judge Advocate Generals Corp. He served in combat during "Operation Just Cause" in Panama (1989, 1990) and with the 101st Airborne Division (Air Assault) as Chief of Operational and International Law for the Division during operations "Desert Shield" and "Desert Storm" in the Persian Gulf (1990, 1991). Mr. Cravens is a past adjunct professor at Nova University and has spoken on "Law of War" to American military service members, pre-deployment and reservists. He is a member of the Virginia State Bar and the bars of the U.S. Court of Claims, the U.S. Court of Military Review, the U.S. Court of Military Appeals, the U.S. 4th Circuit Court of Appeals, the U.S. District Courts for the Eastern and Western districts of Virginia, the Virginia Trial Lawyers Association, The Association of Trial Lawyers of America, the Richmond, Chesterfield/Colonial Heights, Henrico County and the American bar associations. He has served as president of his community association, and as a head football and basketball coach for a number of years with Robious Middle School Athletic Association. He is a frequent instructor for numerous continuing legal and paralegal education seminars. He has two published articles in law reviews and is a frequent lecturer on a wide variety of legal issues.

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A Litigation Paralegal's Guide to Case Management

© January 2009 — 130 Pages (FP47678)

Keeping command of the myriad of documents, people and communications involved in legal cases is a challenging undertaking. Solid case management strategies can, and will, provide the foundation for maintaining a profitable legal team. Master proven case management and organization techniques that will improve team productivity from the convenience of your desk. Learn how to facilitate seemingly effortless workload management with solid discovery, witness and evidentiary procedures. Take the next step toward maximizing your effectiveness - order these vital reference materials today!

By: John D. Ayers, Aubrey R. Bowles III, Elliott M. Buckner and Stephanie E. Grana.

Title Examination for Paralegals

© September 2008 — 76 Pages (FP45859)

To ensure a successful real estate transaction, your attorney needs a complete picture of the title issues affecting the property in question. Your critical review and summary of title information will be a crucial part of the process. Our experienced paralegals are here to help you simplify the process and ensure that you are conducting a thorough title investigation. From the convenience of your office, you can tap into the skills you need to conduct a comprehensive title examination. These important reference materials belong in every successful professional's library - order today!

By: Timothy D. Freshly, Sterling H. Moore, Amy C. Vaughan and A. Austin Wallace IV.

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September 29

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