



## **NALA CAMPUS LIVE!**

www.nala.org  
(918) 587-6828 phone  
(918) 582-6772

[www.nala.org/spring2011schedule.aspx](http://www.nala.org/spring2011schedule.aspx)

### **NALA Campus LIVE! Spring 2011 Schedule**

#### **Elder Law Intermediate**

Mitzi Wortman, RNC, CCM, LNCC  
Wednesday, March 9, 2011  
11 am – 1 pm Central Time  
Conference ID – 3163

Legal documents associated with elder care issues will be reviewed, with analysis of types of health insurance including private, HMOs and Medicare Plan D. Benefits and problems associated with each insurance type as they apply to elders will be compared, and there will be discussion on how paralegals can identify signs of elder abuse and understand the purpose for restraining orders. The presentation will include an explanation of assessments for temporary or permanent conservatorships. Definitions of financial or mental incompetence will be included, along with a review of advance directives vs. living wills. Elder law resources will be provided as a handout.

#### **Evidence-Part 1, (Three Part Series)**

Karen Sanders-West, ACP, JD  
Wednesday, March 9, 2011  
3 – 5 pm Central Time  
Conference ID – 3163

This is an entry-level introduction to evidence. Developed especially for the legal assistant who has had limited or no experience with trial preparation and assisting in the courtroom. Included will be a discussion of why and what legal assistants need to know about the rules of evidence and their purpose, the nature/definition of evidence, the admission or exclusion of evidence, relevance (what it is, what it means), materiality (what it is, what it means). Evidence-Part 2 will be offered on **Wednesday, March 16, 2011**, from 3 – 5 pm Central Time and Evidence- Part 3 will be offered on **Wednesday, March 23, 2011**, from 3 – 5 pm Central Time.

## **Deciphering the Medical Record**

Amy Temkin

Monday, March 21, 2011

Noon – 1:30 pm Central Time

Conference ID – 3169

This presentation focuses on techniques, strategies, and applications for effective use of medical records by litigation paralegals. There will be a brief examination of the uses of medical records in different types of cases, as well as defining steps to ensure that records received are certified and ready for use at trial. The impact of HIPAA and other privacy acts as they apply to this process will be covered, and various methods of organizing and reviewing records upon receipt will be presented, including a review of resources to aid non-medical reviewers in identifying possible issues for the attorney or expert to consider in more detail. Examples will be presented to demonstrate how medical records can serve as demonstrative aids in litigation, and how they can be most successfully presented at trial. A number of useful handouts will be provided.

## **Basic Ethics: Part 1**

Vicki Voisin, ACP

Thursday, March 24, 2011

Noon – 1:30 pm Central Time

Conference ID – 3172

This basic course will focus on the foundation of legal ethics, including the history of ethics rules and the guidelines for the utilization of paralegal services. The importance of understanding the attorney's ethical obligation will be stressed. Moving on from these established rules, participants will review the issues of attorney supervision, the unauthorized practice of law and conflicts of interest. The NALA Code of Ethics and Professional Responsibility and the ABA Model Rules of Professional Conduct, as well as recent case law and ethics opinions, will be employed as basic references. Basic Ethics: Part 2 will be offered **Thursday, March 31, 2011**, from Noon – 1:30 pm Central Time.

## **Blue Book Review of Citing**

Mary Kubichek, BS, MA, JD

Friday, April 1, 2011

Noon – 1:30 pm Central Time

Conference ID – 3177

This Advanced course is designed to review the Blue Book rules of citing and to point out the changes in the 19th Edition. Participants must have an 19th Edition of the Blue Book with them for the course. Students must also print off the handouts before the session.

Participants will learn to identify which sources are used for what task, they will become familiar with citing primary and secondary sources according to the Blue Book, and they will be able to correctly cite subsequent history.

Session topics include:

- Basic tools of legal research
- Primary and secondary sources
- Mandatory and persuasive sources
- Rules for citing case names
- Statutes
- Legal Periodicals
- Regional Reporters – parallel citations
- Subsequent History

## **Spanish for Paralegals: The Initial Consult**

Carla M. Valenzuela, CP

Thursday, April 28, 2011

Noon – 1:30 pm Central Time

Conference ID – 3191

This program will walk paralegals through an initial consultation, providing cultural and ethical considerations for Spanish-speaking clients. Paralegals will learn basic Spanish terminology to assist in setting an appointment and conducting a initial client interview.

## **Commercial Leases**

Glenn A. Leier, Attorney  
Wednesday, May 4, 2011  
Noon – 1:30 pm Central Time  
Conference ID – 3200

This course will review the transfer of possession of commercial real estate from the landlord to the tenant. The discussion will include a study of typical lease provisions with sample language that favors the landlord and sample language that favors the tenant. The course will cover various landlord and tenant concerns, including security deposits, methods of determining rent amounts, options to renew, termination, and remedies for breach. The session will include an overview of leases for offices, shopping centers, retail stores, industrial spaces, and restaurants.

## **Deeds**

Glenn A. Leier, Attorney  
Wednesday, May 18, 2011  
Noon – 1:30 pm Central Time  
Conference ID – 3205

What is the purpose of a deed? What are the differences among the types of deeds? This course will discuss deeds, written documents, which convey title to real property from one party to another. Legal requirements for a deed will be reviewed along with deed clauses commonly used in drafting deeds. Differences among types of deeds will be highlighted, as well as the specific language, which creates a certain type of deed. Examples of statutory forms of deeds will be included with the written materials. Because deeds are recorded with a public office, a review of recording procedures will also be provided. No advance preparation is required.