

UPCOMING LIVE SEMINARS:

Handling A Social Security Disability Case

Friday, March 18, 2011, 9:00 am - 4:30 pm (**#54757ER**)

Fairfax Marriott at Fair Oaks
11787 Lee Jackson Memorial Hwy
Fairfax, VA
703-352-2525

Or

Wednesday, April 27, 2011, 9:00 am - 4:30 pm (**#55312ER**)

Holiday Inn Kroger Conference Center
1021 Kroger Center Blvd
Richmond, VA
804-379-3800

Gain the Skills You Need to Handle Social Security Disability Cases

Are you confident with your knowledge of social security regulations? Do you have the skills you need to handle every challenge and legal risk before and during the hearing process? Enroll at this seminar and acquire better pre-trial hearing planning and preparation, improved performance at administrative law judge hearings and increased ability to tackle special issues with greater skill and confidence. Register today!

- Should you accept or decline representation? How to decide.
- Get the trial results you want with our strategies for preparing your clients to testify.
- Forge solid relationships with your clients so you can prevent ethical questions down the line.
- Skillfully handle expert witnesses - yours and your opponent's - and get the results you want.
- Could there be remedies available under ERISA? Find out here.
- Sidestep legal landmines when litigating childhood disability claims.
- Gain strategies and proven techniques for navigating the administrative hearing.
- Use our administrative hearing checklist as your guide to streamline the process.
- Make sure your evidence is ready for the hearing by effectively preparing, reviewing and analyzing medical documentation, reports and evidence.
- Learn how you can avoid the dangers of mishandling cases involving veteran's benefits.

Litigating the Uninsured & Underinsured Motorist Claim

Tuesday, April 05, 2011, 9:00 am-4:30 pm (**#55557ER**)

Crowne Plaza Virginia Beach

4453 Bonney Road

Virginia Beach, VA

757-473-1700

Or

Wednesday, April 06, 2011, 9:00 am - 4:30 pm (**#55558ER**)

Richmond Marriott

500 East Broad Street

Richmond, VA

804-643-3400

Gain Practical Tips for Handling Your Next UM/UIIM Case

Have you spent your last few Friday nights buried underneath insurance policies and UM/UIIM case law? Our experienced faculty can bring you some relief. They will share with you their best practices in dealing with issues unique to UM/UIIM litigation. Further enhance your side of the case and obtain insight into the mind and, better yet, strategy of your opponent. Don't miss this opportunity to hone your skills in this complex area of insurance law! Register Today!

- Provide up-to-the-minute advice: know how current rulings impact the UM/UIIM cases you're working on.
- Identify the winners and avoid the losers: use case assessment techniques to save time and money.
- Simplify the process and avoid missing steps with our sample forms and checklists.
- Don't jeopardize your cases: make sure you're protecting yourself from conflicts of interest.
- Learn how to decipher the interplay between the statutes and the policy to understand the implication for your case.
- Answer your client's most pressing questions about offsets and reimbursements.
- Avoid bad faith claims by following our proactive ethical guidelines.
- Gain practical tips and sample forms to master your motion practice both before and during trial.
- Learn how to introduce evidence without baffling the jury.
- Apply best practices of seasoned litigators in the courtroom.

BOOT CAMP: Foreclosure and Loan Workout Procedures (#55706ER)

Monday, April 11, 2011, 9:00 am - 4:30 pm

Waterford at Fair Oaks

12025 Lee Jackson Memorial Hwy

Fairfax, VA

703-352-3200

Guide Your Clients Through the Best Solution for Their Situation

Not for the faint of heart, this fast-paced course is designed to provide a comprehensive procedural orientation to the foreclosure process and alternatives to foreclosure. Expert faculty will identify all of the options available for loan defaults and guide you through their mechanics – from forbearance agreements and loan modifications to short sales and the foreclosure process itself. Along with this engaging seminar, you'll receive a reference manual filled with in-depth, detailed information on each of the options discussed, so you can dig into specific laws as you need them. Get the most bang for your buck - enroll today!

- Learn what loss mitigation solutions are available in residential situations and how to put them in place for your clients.
- Walk through the foreclosure process and sale to avoid legal missteps when you're guiding clients through them.
- Ensure your forbearance agreements include crucial provisions to protect collateral.
- Be prepared to handle the entire short sale process.
- Understand the lender liability surrounding loss mitigation options.
- Maintain an ethical practice by understanding what conflicts of interest may exist when dealing with troubled real estate loans.

Adoption Law: Start to Finish

Wednesday, April 13, 2011, 9:00 am - 4:30 pm

Waterford at Fair Oaks

12025 Lee Jackson Memorial Hwy

Fairfax, VA

703-352-3200

Ensure a Smooth Path to a New Life

Adoption is an emotional process for all the parties involved. Are you prepared to assist and guide your clients through this highly emotional time in their lives? Whether you represent the birth parents or the adoptive parents, our faculty will update you on the latest adoption laws, help you understand various procedures and requirements, and give you the background you need to handle adoption cases without unnecessary delays, ethical problems, or surprises. Enroll today!

- Get all the adoption assistance available for your clients, including tax credits.
- Advise wisely on the differences between private placements and agency adoptions.
- Effectively handle conflicts between state laws in interstate adoptions.
- Ensure clients are adhering to the Interstate Compact on the Placement of Children.
- Avoid problems when dealing with U.S. Citizenship and Immigration Services when adopting an international child by knowing what to expect ahead of time.
- Know the comparison between Hague and Non-Hague adoption home studies.
- Prepare for contested adoptions such as non-consenting birth fathers.
- Advise clients knowledgeably with an understanding of current adoption law.
- Tackle sensitive ethical issues and other problems that are unique in adoption situations.

UPCOMING TELECONFERENCES:

Real Estate Regulatory Update for Paralegals (Including GFE and HUD-1): Where Are We Now?

Wednesday, March 02, 2011, 1:00 pm - 2:00 pm EST (#55989ER)

The new regulations have been in effect for some time now - so what have we learned? Come away with the latest information and practical tips on using the new GFE, and discover how to draft accurate HUD-1's and help lenders to get it right!

HIPAA for Paralegals: Medical Records and Litigation

Friday, March 04, 2011, 12:00 pm - 1:00 pm EST (#55986ER)

HIPAA is a complex set of rules that bind health care providers and unless you understand the restrictions upon the health care providers, you may not be asking for the right information or the proper manner. Take a closer look at those restrictions and discover a way to navigate the pitfalls.

FIND ME! SAVE ME!: Strategies for Locating and Collecting Electronic Data for Paralegals

Monday, March 07, 2011, 12:00 pm - 1:00 pm (#56084ER)

The myriad of places that electronic information can be stored adds to the already complex process of e-discovery. Learn how to create a process, which can be implemented immediately to ensure that you are preserving and collecting all relevant data. This **intermediate level** course will allow attendees to confidently identify, preserve, and collect digital data during discovery.

The Respiratory System: Anatomy and Physiology Basics for Paralegals

Monday, March 14, 2011, 1:00 pm - 2:00 pm EST (#55987ER)

The respiratory system plays a vital role in the body by exchanging oxygen and carbon dioxide between the lungs and the blood, as well as preventing many pathogens from entering the body. Damage to this system can affect many other systems and quickly become life-threatening. Discover where and what to look for, when researching respiratory allegations, and how that information can be used in a variety of cases involving medical records.

Creating and Drafting Easements with Success

Wednesday, March 16, 2011, 12:00 pm - 1:30 pm EST (#56018ER)

Learn the Ins and Outs

Do you know how to effectively form easements? Our experienced faculty will provide you with a fundamental look at easements so you can understand their essential elements and draft clear legal descriptions. Don't miss this opportunity to build your skills. Register today!

- Review the key elements of a valid and effective easement.
- Identify when general or specific language is the best option.
- Receive sample documents and work through drafting exercises.

The Paralegal's Guide to Managing E-Mail: Tips for Handling Internal and Client Communication

Friday, March 18, 2011, 2:00 pm - 3:00 pm EST (#55990ER)

E-mail is a critical part of most legal environments, but with all of the necessary communication and documentation, it can quickly become overwhelming. Discover how to create systems to not only keep large volumes of e-mail under control, but manage long-term information storage with backup and recovery plans.

Series - This course is part 3 of a 6-part series on Law Office Management.

The Paralegal's Guide to Keeping Discovery Costs Down for Clients and Still Getting the Job Done

Wednesday, March 23, 2011, 1:00 pm - 2:00 pm EST (#55975ER)

With the amount of discovery documents available, especially when conducting e-discovery, the costs involved can increase exponentially. Discover how to create a strategic plan that will identify your discovery needs and come away with practical tips for keeping costs down, while still obtaining critical information.

Contract Amendments: Things for Paralegals to Consider

Thursday, March 24, 2011, 2:00 pm - 3:00 pm EST (#55972ER)

Unless they are carefully drafted, contract amendments can alter, or nullify, parts of the original contract. Become familiar with the necessary elements required for contract amendments so you can successfully assist with the drafting of these documents.

Labor and Employment Update for Paralegals: A Look at the Impact of New/Revised Legislation

Friday, March 25, 2011, 12:00 pm - 1:00 pm EST (#55949ER)

2010 brought numerous developments in the areas of labor and employment legislation, court decisions and workplace issues for employers and employees to consider. Take a closer look at how the new/revised laws affect you in both a professional and personal way.

The Circuit Court Appeal: A Paralegal's Guide to the Federal Court Appeals Process

Friday, March 25, 2011, 2:00 pm - 3:00 pm EST (#55973ER)

The federal appeals process is quite particular, and any deviation can bounce your brief, risking an untimely filing and the consequential inability to process your appeal. Receive detailed information from an insider's view; examine the common errors made and accurate applications to use to ensure timely filing and perfecting all components of your brief.

The Paralegal's Guide to Post-Judgment Collections

Monday, March 28, 2011, 1:00 pm - 2:00 pm (#55971ER)

Once the judgment is entered, the real work for the paralegal begins. You will be expected to draft pleadings and papers, in addition to having a collection plan in place. Discover how to implement a system that will prepare you for what to do once the judgment is received.