CONFERENCE | Cosponsored by the Massachusetts, Central Massachusetts, and Western Massachusetts Paralegal Associations

19th Annual Paralegal Conference 2017

Advanced issues and latest developments—stay ahead of the curve

MCLE is proud to present the 19th Annual Paralegal Conference 2017. Led by a faculty of some of the most distinguished paralegals and attorneys in Massachusetts, this *Conference* is your opportunity to stay on top of developments in the law that affect paralegals, while continuing to hone your skills in multiple areas of practice. This year's *Conference* provides extensive pragmatic guidance to lead you in your practice, featuring a keynote presentation by Amanda M. Baer on changing methods of communication, and a group workshop on ethical dilemmas that frequently arise. In addition to the group sessions, all registrants have the opportunity to choose two out of four breakout sessions to attend. This year's breakouts tackle updates in employment law; municipal law and public records; working with financial statements in family law cases; and appellate procedure, including a discussion of the changes in the courtroom regarding the use of court reporters.

Agenda

- Welcome and Introduction
- Breakout Session 1 (Select One) Working with Financial Statements in Family Law Cases Appellate Procedure and Updates
- Ethical Billing, UPL, and Confidentiality
- Breakout Session 2 (Select One) Municipal Law and Public Records Updates in Employment Law
- Keynote: A Changing Landscape—The Evolution of How We Communicate in a Professional Context, and the Rapid Growth of Social Media
- "Ask the Experts" Q&A Session

Faculty

Nancy A. Cominoli, RP, Bulkley, Richardson and Gelinas LLP, Springfield, Cochair; Susan C. Dussault, Mirick, O'Connell, DeMallie & Lougee LLP, Westborough, Cochair; Amanda M. Baer, Esq., Mirick, O'Connell, DeMallie & Lougee LLP, Worcester; Meredith A. DeJesus, Esq., Sugarman, Rogers, Barshak & Cohen, PC, Boston; Judith B. Ercolini, Paralegal Coodinator, Nelson, Mullins, Riley & Scarborough LLP, Boston; Judite B. Goldman, Esq., Appeals Court, Commonwealth of Massachusetts; Alisa L. Hacker, Esq., Sugarman, Rogers, Barshak & Cohen, PC, Melrose; Tracey L. Michienzi, Esq., Paralegal, Town of Brookline; Angela M. Puccini, Esq., Office of the Secretary of State/Securities Division, Commonwealth of Massachusetts, Boston; Lynne-Marie Reveliotis, LMR Enterprises LLC, Bridgewater; Catherine A. Thornton, Litigation Paralegal, Sugarman, Rogers, Barshak & Cohen, PC, Boston; Paul Tuttle, Esq., Revere

Materials

The materials for this program include faculty-prepared submissions that supplement the agenda.



Subscribe to the MCLE OnlinePass™

for instant access to this program and everything else MCLE offers online. Learn more at **www.mcle.org**

Dates & Locations

BOSTON Tuesday, June 20, 2017 9:30 am-4:00 pm

MCLE Conference Center, 10 Winter Place, via Winter Street Program Number: 2170465P01

LIVE WEBCAST

Tuesday, June 20, 2017 9:30 am-4:00 pm

Register at **www.mcle.org** Program Number: 2170465WBC

RECORDED WEBCAST

Wednesday, July 5, 2017 9:30 am-4:00 pm

Register at **www.mcle.org** Program Number: 2170465RBC

Tuition (includes written materials)

- \$175
- \$157.50 MCLE Sponsor Members

Can't Attend?

View the webcast—live or later, or download the mp3 recording at **www.mcle.org**

Listen to the Audio CD Available after Wednesday, July 5 \$135

- \$121.50 MCLE Sponsor Members
- \$101.25 New Lawyers admitted after 2014

Earn up to 4 CLE credits and 1 ethics credit

Choose from 5 easy ways to register and order!

- ONLINE enter your credit card order at www.mcle.org.
- ▶ MAIL this order form with payment to MCLE, Inc., Ten Winter Place, Boston, MA 02108-4751.

Keep raising the bar.®

- ► FAX your credit card order 24 hours a day to 617-482-9498.
- CALL IN your credit card order to 800-966-6253, Monday - Friday, 8:30 a.m. - 5:30 p.m.
- WALK UP on the day of the program or DROP IN to MCLE's bookstore, Monday - Friday, 8:30 a.m. - 5:30 p.m.

	ear Admitted to MA BarTitle (if any)						
Last Name First					Middle Initial		
					Suite/Fl		
					ZIP+4		
Order confirm	ation? Enter your ema	ail address:					
		ome one today and receiv p3 downloads and more!			PONSOR MEMBER DUES fee chart on next page)	\$	
		N includes written ma	terials		Automatic		
Product No.	Title				Book Update		Cost
					Opt-out 🗆	\$ _	
					Opt-out 🗆	\$ _	
					Opt-out 🗆	\$	
					Opt-out 🗆	\$	
					Opt-out 🗆	\$	
				PRO	GRAMS SUBTOTAL	\$	
PROGRAM Product No.	MATERIALS & AU	JDIO CDs			Automatic Book Update		Cost
					Opt-out 🗆	\$	
					Opt-out 🗆	\$ _	
					Opt-out 🗆	\$	
					Opt-out 🗆	\$	
					Opt-out 🗆	\$	
				Sh	hipping & handling	\$	8.5
		PI		FERIALS & AUE	DIO CDs SUBTOTAL	\$	
PAYMENT	METHOD			GI	RAND TOTAL	\$	
🗌 Check paya	ble to MCLE enclosed			AMERICAN	DUCOVER		
Card number			_ Expiration	date			
Cardholder's r	name		_ Cardholde	r's signature _			

Policies and Information

Register early!

For course agendas, hours, fees, and discounts, please refer to the respective seminar pages. The fee includes all written materials unless otherwise noted, program instruction, and refreshment breaks. Lunch may be enjoyed on your own.

To reserve seating and written materials, please register in advance of the program.

Upon registration, MCLE will e-mail a confirmation. Please check in with the registrar on the day of the program.

Walk-in registrants are welcome, with the exception of limited enrollment programs. Please call us to confirm space availability and schedule.

We accept cash, checks, MasterCard, Visa, American Express, and Discover.

Need special assistance?

If you are a person with a disability or special needs, please let us know in advance so that we can arrange to make your visit as convenient and comfortable as possible. Call Pam Chapin at 617-896-1238 to make arrangements. For your convenience, MCLE also offers closed captioning **CO** and transcripts of all recorded webcast programs, available to you online two weeks after the program date.

Mandatory CLE credits

Record of attendance is kept and transmitted upon request to any jurisdiction having mandatory continuing education. MCLE is an accredited sponsor of continuing legal education for Rhode Island and our programs are regularly approved by Maine, New Hampshire, Pennsylvania, New York, Vermont, and other jurisdictions.

And, now, depending on the jurisdiction, lawyers can satisfy their mandatory CLE requirements online with MCLE's live webcasts, which include periodic attendance prompts and the opportunity to forward written questions to the faculty during the program, fill out an evaluation form and receive a certificate of attendance.

If your plans change

If you're unable to attend a program you've registered for, you will receive an email notification shortly after about how to access the program on demand via webcast and/or downloadable mp3 file, including the written materials in electronic form, in full satisfaction of the tuition paid. If you prefer a refund, let us know by the end of the business day prior to the program and we'll refund your tuition after deducting a \$25 processing fee. Note that limited enrollment programs are an exception, cancellation of which require two weeks notice and are subject to a \$45 processing fee.

Attorney scholarships

Attorneys with financial need who certify that they are unable to attend a program without financial aid may request a partial tuition scholarship in confidence by writing or emailing scholarships@mcle.org at least two weeks in advance of the program.

Discounts for new lawyers—new lawyers always pay the lowest price

For the first three years of practice, MCLE offers new lawyers a 25% discount on all of its products, including programs (whether attending in person or via live or recorded webcast), books, course materials, audio CDs and mp3 recordings. If you were admitted to the bar after 2014, you can take advantage of the new lawyer prices listed throughout the catalog.

Pending admittees, law students and paralegals are eligible for a 25% discount on most MCLE programs.

Save all year long– become an MCLE Sponsor Member!

Become a Sponsor Member and receive:

- 10% discount on all programs, books, program materials, audio CDs, and mp3 recordings;
- Significant savings on a subscription to MCLE's OnlinePass™;
- Weekly e-mail updates and advance notice of sales and new product releases;
- The highest level of service offered by your own Sponsor Account Specialist;
- Public recognition on our website and in our catalogs and program materials.

MCLE Sponsorship runs for 12 months beginning September 1. The fee for firm, corporate law department, or agency membership is calculated based on the number of Massachusetts admittees within the organization. Benefits of membership extend to all lawyers and non-lawyer professionals associated with the organization.

- Solo Practitioners \$95
- Firms by number of Massachusetts attorneys:

■ 2-5\$	150	■ 76-150\$	5 2,500
■ 6-10	250	■ 151-250	3,500
■ 11-25	500	■ 251+	4,500
■ 26-75 1	,000,		