



# HOUSTON PARALEGAL ASSOCIATION

*An Affiliate of the National Association of Legal Assistants, Inc.*

*Invites you to attend our  
Eleventh Annual Spring Continuing  
Legal Education Seminar*



# ***ADVANCED SKILLS PARALEGAL CONFERENCE 2014***

**Friday, April 25, 2014  
Galveston Island Convention Center,  
Galveston, Texas**

NALA - Approved for 6.0 CLE credit, including 2.0 Ethics hours  
TBLS - Approved for Bankruptcy Law (5.0 CLE), Civil Trial Law (6.0 CLE),  
Criminal Law (5.0 CLE) Family Law (5.0 CLE), Personal Injury Law (5.0 CLE),  
Estate Planning & Probate Law (5.0 CLE), and Real Estate Law ( 2.0 CLE).



## Hotel Accommodations, Parking and Directions

A block of rooms has been reserved for our event at Hilton Galveston Island Resort, which is adjacent to the Convention Center. The room rate is \$129 on Thursday and Friday night for a double room, if booked before March 25, 2014. Hilton Galveston Island Resort **will not** honor these rates after that date. Complimentary Wi-Fi in your room is included. A charge will appear on the room invoice, but it will be credited upon check-out. Complimentary parking is located behind the hotel.

For directions and reservations, please visit [www.galvestonhilton.com](http://www.galvestonhilton.com)

1. Galveston Island Convention Center at The San Luis Resort
2. Hilton Galveston Island Resort
3. Landry's Seafood
4. Rainforest Cafe & River Adventure Ride
5. IHOP Restaurant
6. Grotto Ristorante
7. The San Luis Hotel, Spa & Conference Center
8. Holiday Inn Resort Galveston - On the Beach



### **Join us on Thursday at our Welcome Social**

**When:** Thursday, April 24, 2014  
**Place:** Crystal C Ballroom  
Hilton Galveston Island Resort  
**Time:** 6:00 pm - 7:30 pm

**Event Sponsor:** Kim Tindall & Associates

### Become a Member of HPA

Please consider membership with Houston Paralegal Association. As a member, you will enjoy the benefits of networking, access to our job bank, qualify for member discounts on continuing education, and enjoy our social events. To join as an Active Member, attorney signature is required for authentication. Membership Fees: Active - \$35; Associate - \$25.



To join, please complete the required Membership Application portion of the conference registration form for the 2014 Advanced Skills Paralegal Conference.

Make your check payable to Houston Paralegal Association and mail completed registration form and payment to: Gina Holder, HPA Acting Treasurer, Ramey, Chandler, Quinn & Zito, P.C., 750 Bering Drive, Suite 600, Houston, Texas 77057, or pay online via PayPal or by credit card, at [www.hpatx.us](http://www.hpatx.us)

## **Conference Agenda**

*[Topic descriptions and speaker biographies are located at the end of the brochure]*

- 7:30 - 8:30**      **Registration and Continental Breakfast** (*Pre-function Area - 1st Floor*)
- 7:30 - 3:30**      **Exhibitors Hall Open** (*Pre-function Area - 1st Floor*)
- 8:20 - 8:30**      **Welcome and Announcements**
- 8:30 - 10:30**      **Exploring the Mystery of Ethics and Technology**  
*Vicki Voisin, ACP*  
*"The Paralegal Mentor" and host of "Paralegal Voice," a monthly podcast on the Legal Talk Network, Charlevoix, MI*
- 10:30 - 11:00**      **Mid-Morning Break** (*Pre-function Area - 1st Floor*)
- 11:00 - Noon**      **Mobile Device Forensics 101**      **International Arbitration**      **Corporate Governance**  
*David Weiss*      *Lisa Houssiere, Esq.*      *Gregg Weinberg, Esq.*  
*Brett Dearman*      *Norton Rose Fulbright*      *Roberts Markel Weinberg*  
*McCann Investigations*      *Houston, TX*      *Butler Hailey*  
*Houston, TX*      *Houston, TX*
- 12:00 - 1:15**      **Luncheon** (*Ballroom-2nd Floor*)
- 1:15 - 2:15**      **Workplace Social Media Policies**      **Eminent Domain & Pipelines**      **Probate & Bankruptcy**  
*Sashe Dimitroff, Esq.*      *Alaina Benford, Esq.*      *Erin E. Jones, Esq.*  
*Haynes & Boone*      *Norton Rose Fulbright*      *Keith Morris, Esq.*  
*Houston, TX*      *Houston, TX*      *Jones Morris Klevenhagen, LLC*  
  
*Eve Mayer*      *Houston, TX*  
*Social Media Delivered*  
*Dallas, TX*
- 2:15 - 3:15**      **Case Management with an iPad**      **Damages in Oil & Gas Litigation**      **Consumer Bankruptcy**  
*Kelly Corbin, ACP, TBLS*      *Brandy Manning, Esq.*      *Brendetta Scott, Esq.*  
*Aversano & Gold*      *Law Office of Brandy Manning*      *Famose T. Garner, Esq.*  
*Houston, TX*      *Katy, TX*      *Garner Scott & Jones, PLLC*  
*Houston, TX*
- 3:15 - 3:30**      **Mid-Afternoon Break** (*Pre-function Area - 1st Floor*)  
*Last chance to visit with vendors and complete your Bingo card)*
- 3:30 - 4:30**      **Successful Legal Writing Strategies**  
*Kevin Dubose, Esq.*  
*Alexander Dubose Jefferson & Townsend LLP*  
*Houston, TX*
- 4:35**      Bingo Grand Prize Presentation. Must be present to win.
- 4:45 - 6:30**      Sunset Social (Hilton Bar Area - cash bar and complimentary appetizers)



This advanced full-day seminar is taught by attorneys and professionals in the legal industry, is specifically designed for paralegals and other legal professionals, and includes time for your questions. Fees include a continental breakfast, lunch, afternoon snack and course materials. Wi-Fi in the Conference center is complimentary.

**NALA** has approved the seminar for 6.0 CLE credit, including 2.0 Ethic hours. **TBLS** approval has been received as follows: Bankruptcy Law (5.0 CLE), Civil Trial Law (6.0 CLE), Criminal Law (5.0 CLE), Family Law (5.0 CLE), Personal Injury Law (5.0 CLE), Estate Planning & Probate Law (5.0 CLE), and Real Estate Law (2.0 CLE).

**Mail Registration Deadline: April 18, 2014. All registration forms post-marked after April 18, 2014, will incur a \$10 late registration fee.**

**Registration Fees: HPA members- \$90 and Non-members - \$125.** A full day of attendance is required for 6.0 hours CLE credit, and includes at least 2.0 hour of ethics (Approval pending by TBLS and NALA).

Registration Form

**REGISTRATION DEADLINE IS Friday, April 18, 2014**

2014



**REGISTRATION FEES:**

\$90 for HPA members  
\$125 for non-members

**EARLY BIRD REGISTRATION:** if received by Mar. 28,

\$75 for HPA members  
\$110 for non-members

A late fee of \$10 will be assessed on all forms post-marked after April 18, 2014.

Walk-ins the morning of the Seminar will be accepted upon payment of Late Fees, providing space and materials are available.

Your registration fee includes course materials in electronic format (including speaker biographies and hand-outs), continental breakfast, lunch, afternoon snack and entry to Thursday's Welcome Social and Friday's Sunset Social. Wi-Fi in the Conference Center is complimentary.

Name \_\_\_\_\_

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I plan to attend \_\_\_\_\_ Thursday's Welcome Social

I plan to attend \_\_\_\_\_ Friday's Sunset Social

**ATTENTION NON-MEMBERS:** For your convenience, join HPA with your CLE registration at no added cost. Please complete the information below. **NOTE:** An Attorney's signature is required to verify employment for all Active Memberships.

	<b>To add HPA MEMBERSHIP: REGISTRATION FEE</b>	<b>EARLY BIRD REGISTRATION:</b> if received by Mar. 28,
2014	\$125	\$110

Attorney Name [Printed] \_\_\_\_\_ Bar No. \_\_\_\_\_

Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Your registration fee includes course materials in electronic format (including speaker biographies and hand-outs), continental breakfast, lunch, afternoon snack and entry to Thursday's Welcome Social and Friday's Sunset Social. Wi-Fi in the Conference center is complimentary. CLE credit approval has been received from TBLS and NALA (see Conference Agenda).

**TO REGISTER, make your check payable to: Houston Paralegal Association and mail completed registration form and payment to: Gina Holder, HPA Acting Treasurer, Ramey, Chandler, Quinn & Zito, P.C., 750 Bering Drive, Suite 600, Houston, Texas 77057. For questions, contact Gina at [texansfan2009@yahoo.com](mailto:texansfan2009@yahoo.com)**

or

Pay online via PayPal or by credit card, at [www.hpatx.us](http://www.hpatx.us).

**CANCELLATION AND REFUND POLICY:** Registrants who find that they cannot attend and would like a refund must send their request in writing **before April 18, 2014**. Tuition fee refunds (less \$35 pre-paid luncheon fee) are granted, if received in writing by April 18, 2014. Please email your request to Gina Holder at [texansfan2009@yahoo.com](mailto:texansfan2009@yahoo.com)

## ***Meet Our Speakers***

**8:30 am - 10:30 am**

### **Exploring the Mystery of Ethics and Technology**

The Senior Partner at a prestigious law firm has been murdered. Who killed him and why? Carolyn, a paralegal in the civil litigation department, suspects there are clues within the firm's web of technology that will help bring the scoundrel to justice. You will enjoy this unique approach to ethics education as you explores the ethical perils of the world of law firm technology, including eDiscovery.

**Vicki Voisin, ACP**, "The Paralegal Mentor," is a nationally recognized author and a certified paralegal with more than twenty years of experience in the career field. She holds a B.S. Degree from Central Michigan University and has earned her Certified Paralegal (CP) and Advanced Certified Paralegal/Real Estate (ACP) credentials from the National Association of Legal Assistants (NALA). She publishes a bi-weekly ezine titled ***Strategies for Paralegals Seeking Excellence***. She is the co-author of ***The Professional Paralegal: A Guide to Finding a Job and Career Success***, with Charlsye Smith Diaz, PhD, Prentice Hall, 2012. Since 2008, Vicki has hosted **The Paralegal Voice**, a monthly podcast for paralegals and other legal professionals on Legal Talk Network.

**11:00 am - 12:00 pm**

### **Mobile Device Forensics 101 - A General Overview of Smartphone Investigations**

Mobile Device Forensics is the extraction, processing and analysis of information stored on smartphones and tablet devices. Understanding this process, and its limitations, is essential for paralegals in assisting with the-discovery process. Mobile devices have emerged as key sources of data in disputes involving several areas of law, including Family Law – Divorce, Child Custody; Employment Law – Non Compete Enforcement; Intellectual Property Law – Theft of Intellectual Property, Trademark Disputes; Bankruptcy Law – Fraud and Hidden Assets; and, Criminal Law – Embezzlement and Fraud.

**Brett Dearman** has performed or participated in over 200 internal investigations of varying complexity from 2002 to present in the role of digital forensics examiner. These include alleged corporate espionage, theft of intellectual property, illegal trading practices, possession and distribution of pornography, and Human Resources related issues. He holds numerous certifications, among those: Certified Network Engineer; Certified OS/2 Engineer; Microsoft Certified Professional + Internet, Certified PGP engineer and AccessData Certified Examiner - Forensic Toolkit.

**Daniel Weiss** began his career in the security industry at a maximum security prison in Massachusetts, Walpole State Prison, when in graduate school. During the past 15 years, Mr. Weiss has held managerial positions at Wells Fargo and Chubb. Mr. Weiss was also founder and CEO of EPS Security and Infrastruct Security. Mr. Weiss is the founding Texas partner of McCann Investigations, LLC, a Texas Corporation.

### **International Commercial Arbitration: A Guide to the ICC and Significant Provisions in Arbitration Agreements**

**Lisa Houssiere** is a senior associate in the Houston office of Norton Rose Fulbright where she focuses her practice on international litigation and arbitration matters. She has represented clients in complex commercial litigation cases in both state and federal courts, as well as international arbitrations under the ICC. She earned her J.D., cum laude, from Southern Methodist University Dedman School of Law in 2007. She earned a B.A., cum laude, in Spanish and European Studies, from Vanderbilt University in 2002. While in law school, she was a member of the SMU Law Review and CLE Editor for the SMU Corporate Counsel Symposium.

### **Corporate Governance**

**Gregg Weinberg** heads the professional liability section of Roberts Markel Weinberg Butler Hailey, PC. His practice also focuses on complex commercial litigation, financial cases and cases other lawyers might consider "odd." He is Board Certified in both Civil Trial Law and Personal Injury Trial Law by the Texas Board of Legal Specialization. He is a member of the American Board of Trial Advocates (ABOTA) and has been listed on Thomson Reuters Super Lawyers Editions 2005-2008 and 2011-2013..

**1:15 pm - 2:15 pm**

### **Workplace Social Media Policies that Work**

**Sashe Dimitroff**, practices at the Houston office of Haynes & Boone representing clients in commercial matters involving energy disputes, breach of contract and commercial fraud, oil and gas litigation, toxic tort disputes, financial matters and internal investigations. An Adjunct Professor at the University of Houston Law School, Mr. Dimitroff teaches International Risk Management in Oilfield Services to law students. He obtained his J.D., magna cum laude from the University of Houston Law Center in 1992 and also his M.B.A., with full honors, from the University of Houston in 1992. He earned a B.B.A from the University of Texas at Austin in 1985.

**Eve Mayer** is ranked by Forbes as the Fifth Most Influential Woman in Social Media. She is the CEO of Social Media Delivered, one of the most respected social media companies worldwide serving clients with consulting, training and outsourced social media. Eve has spoken in over 30 U.S. cities, as well as in Ireland, France, the UK and Iceland at universities, companies and conference groups. Eve is the author of ***Social Media for the CEO*** and ***The Social Media Business Equation***.

## Eminent Domain & Pipelines

**Alaina Benford** is a partner at the Houston office of Norton Rose Fulbright. A graduate of the American Board of Trial Advocates National Trial Academy, she serves as a faculty member of the firm's Trial Training Program for all first year litigation attorneys in the firm and currently serves as the Hiring Partner responsible for attorney employment in the Houston office. She earned her J.D., magna cum laude from Thurgood Marshall School of Law in 2000. In 1992, she earned a B.B.A. in Business Administration in Marketing from Texas Southern University.

## Probate & Bankruptcy

**Erin E. Jones**, is the managing partner of Jones Morris Klevenhagen, LLP. She received her BA in Latin American Studies and Spanish from the University of Texas at Austin in May of 1998 and her J.D. degree from the University of Houston Law Center in May of 2001. Ms. Jones is an active member of the American Bankruptcy Institute, State Bar of Texas Bankruptcy Section, International Women's Insolvency and Restructuring Confederation (IWIRC) and the Honorable Arthur L. Moller/David B. Foltz, Jr. American Inn of Court.

**Keith Morris** is a partner in Jones Morris Klevenhagen, LLP. He received his BA in political science from Texas A&M University in 1997 and his J.D. in 2001 from the University of Houston Law Center. LLP and has been appointed by Harris County and dozens of other counties in Texas to serve in a fiduciary capacity as Ad Litem, Administrator and Guardian. Mr. Morris often serves as administrator / fiduciary in creditor forced administrations at the request of various institutional lenders. He is an active member of the National Guardianship Association, National College of Probate Judges and the Texas Guardianship Association.

## 2:15 pm – 3:15 pm

### Case Management using an iPad

**Kelly Corbin, ACP, TBLS** is a paralegal at Aversano & Gold in Houston, a trial law firm focusing on medical malpractice and catastrophic personal injury cases. She is a Board Certified Paralegal in Personal Injury Trial Law by the Texas Board of Legal Specialization and earned the credential of Advanced Certified Paralegal by the National Association of Legal Assistants/Paralegals (NALA). She graduated from Stephen F. Austin State University with a Bachelor of Arts in Criminal Justice—Paralegal Studies and holds a Paralegal Certificate from University of Houston - Clear Lake.

## Damages in Oil & Gas Litigation

**Brandy Manning** earned a J.D. with Honors from The University of Texas School of Law, Austin, Texas in 2000 and obtained her B.B.A. in Marketing, summa cum laude from Texas A&M University and earned University and Foundation Honors and was a College of Business Fellow. Having practiced in Midland and in Fort Worth. Prior to attending law school, she worked at Phillips Petroleum Company in Bartlesville, OK, Kansas City, KS, and Houston as a Gas Processing and Marketing Analyst and a Corporate Strategic Planning Analyst.

## Consumer Bankruptcy

**Brendetta A. Scott** is a partner at Garner Scott & Jones, PLLC. She serves as Chair Elect of the Houston Bar Association Bankruptcy Section and is a certified mediator. With experience in family law, tax law, and bankruptcy law, her practice for the last decade has concentrated in consumer financial services and default servicing. She is a cum laude graduate of the Thurgood Marshall School of Law at Texas Southern University where she served the Christian Legal Society as Client Counseling and Negotiations Coordinator of the Board of Advocates.

**Famose T. Garner** is a partner at Garner Scott & Jones, PLLC and a 2010 Graduate of the University of Houston Law Center. In 2010, he received the Locke Lord Bissell & Liddell LLP Award for Most Outstanding Paper in the Area of Banking & Corporate Law. Mr. Garner is also a judge advocate in the United States Army Reserve. Mr. Garner's practice areas include Alternative Dispute Resolution, Consumer Law, Creditor-Debtor Bankruptcy, Military Law and Family Law

## 3:30 pm – 4:30 pm

### Successful Legal Writing Strategies

**Kevin DuBose** is a graduate of Rice University and the University of Texas School of Law. He is double board-certified in civil appellate law and personal injury trial law by the Texas Board of Legal Specialization. Kevin was selected to author the chapter on Oral Argument in the Texas Appellate Practice Manual (2d ed.), and to write the chapter on "Writing a Persuasive Supreme Court Brief" in the Texas Supreme Court Practice Manual. He is the recipient of the Chief Justice Jack Pope Professionalism Award from the Texas Center for Legal Ethics in 2012 and was named Houston Appellate Lawyer of the Year in 2013 by Best Lawyers in America. He has taught at the University of Houston Law Center, on and off for 25 years, most recently as an Adjunct Professor of Appellate Advocacy from 2005-2010.

## ***ADVANCED SKILLS PARALEGAL CONFERENCE 2014*** ***Exhibitors and Sponsors***

Houston Paralegal Association sincerely thanks the outstanding legal support companies for sponsoring and/or exhibiting at our conference. We are grateful to them for contributing to the continued success of our annual seminar. Please visit with all our sponsors/exhibitors at their exhibit tables to extend your thanks in helping to make continuing legal education affordable for all.

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***For more information about Houston Paralegal Association, please visit our website at***  
***[www.hpatx.us](http://www.hpatx.us)***

***Conference Speaker Committee:***  
***Ruth Conley, ACP***                      ***Mary Shiloh, TBLs***  
***Montye Holmes, CP***                ***Carla Valenzuela, CP***

***We look forward***  
***to seeing you in Galveston***