

MEALEY'S
**THE ROLE OF
PARALEGALS
IN MASS TORT
LITIGATION
CONFERENCE**

**March 8-9
2004**

The Westin Chicago River North
Chicago, Illinois

Conference Chaired by
Eileen P. Kavanagh, Esq.
Litchfield Cavo
Lynnfield, MA

**With balanced plaintiff and
defense perspectives, you'll
enhance your value to your firm
— no matter where you work!**



The Chair

Eileen P. Kavanagh, Esq., is a partner in the Massachusetts office of Litchfield Cavo. Ms. Kavanagh's practice is in the areas of toxic torts, environmental law, premises liability, products liability, insurance coverage, and indoor air quality. She is currently serving as the President of the Massachusetts Defense Lawyers Association for the 2003-2004 term. Ms. Kavanagh is admitted to practice before the state and federal courts of New Jersey and Massachusetts. Ms. Kavanagh has served as Law Clerk to Hon. Robert E. Tarleton, Judge, Superior Court of New Jersey. She attended St. Patrick's College in Ireland and Bryn Mawr College, where she obtained her undergraduate degree. She received her law degree, *cum laude*, from Seton Hall University and her Master's degree from New York University Law School.

CLE Credit

Credits will be available from all states with mandatory requirements.

Registration Information

Registration Fee

The registration fee includes continental breakfast each day, attendance at all conference sessions, a copy of the conference handbook on CD, and coffee breaks. The registration fee is \$550 for the first attendee.

How to Register

Fax is the best way to enroll, please fax this form to (610)768-0303, or call 1-800-MEALEYS, (610)768-7800, e-mail mealeyseminars@lexisnexis.com or mail this form with payment to Mealey Publications, P.O. Box 62090, King of Prussia, PA 19406-0230. Receipt of payment guarantees your registration.

Special Discounts

- 2-3 additional registrants from the same firm/company—\$100 off — \$450
- 4 or more registrants from the same firm/company—\$150 off — \$400
- Government employees — one third off — \$365
- Sitting judges — attend free

Special Needs

Should you have any special needs, please contact Mealey's at least three weeks prior to the conference, to allow us time to make reasonable accommodations.

Hotel Accommodations

The Westin Chicago River North is located at 320 N. Dearborn Avenue, just 25 minutes from Chicago O'Hare International Airport. Attendees should make reservations directly with the hotel by calling (312) 744-1900. When making reservations, indicate that you are attending Mealey's The Role of Paralegals in Mass Tort Litigation Conference, March 8-9, 2004. A block of rooms has been reserved for attendees at a rate of \$220 a night for a single or double room. The cut-off date for this rate is February 14. After that date, this rate will be offered based on space availability. Please note, there are a limited number of rooms in our room block so make your reservations early.

For alternative hotels and rates, please call us at (610) 768-7800.

Cancellation Policy

Registrants who cancel on or before February 20 will receive a full refund. Registrants cancelling from February 21-27 will receive a full credit towards another Mealey's conference. Cancellations made after February 27 will be subject to a 25% administrative fee; the remaining amount will be credited towards another Mealey's conference. Credits must be used within one year of the date of issuance. Substitutions may be made at any time.

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Mealey's The Role of Paralegals in Mass Tort Litigation Conference

Your boss already knows and trusts your proven ability to investigate cases, draft documents, and research the law. But in today's increasingly technological workplace, paralegals need to master electronic filing, get up to speed on crucial e-discovery issues, and know how to obtain medical records under the privacy guidelines set forth in the Health Insurance Portability and Accountability Act.

Now there's a conference that can help you become an expert at all that. **Mealey's The Role of Paralegals in Mass Tort Litigation Conference** is a can't-miss program for paralegals at law firms as well as for paralegals involved in mass tort litigation **in-house at corporations and insurance companies**. The conference is designed specifically to give paralegals practical, skill-based knowledge with a focus on today's electronic technology so you can maximize your value to your boss, your company, and yourself.

A mock fact pattern woven throughout this informative program will enhance your ability to obtain and organize documents, prepare for trial, communicate with outside counsel, work with insurance companies, decipher medical records, use 21st-century tools of the trade, and much more. You'll fine-tune mass tort litigation skills that you can immediately implement to increase your case responsibility and become more efficient.

All New
Program!

Mealey's The Role of Paralegals in Mass Tort Litigation Conference

Monday, March 8, 2004

8:30 Registration and Continental Breakfast

9:00 Welcome & Introductory Remarks and Review of Mock Fact Pattern
Eileen P. Kavanagh, Litchfield Cavo

9:15 The Future is Now: E-Filing in U.S. and State Courts

- Which Courts Require E-Filing
- Overview of PACER and other Electronic Case Filing (ECF) Systems
- Software and Hardware Requirements (PDF files)
- Support and User Assistance

Scott Wetzel, Esq., LexisNexis File & Serve

10:00 The Future is Now: Electronic Discovery Issues

- What is and is not discoverable
- Researching, finding and working with computer forensic experts
- Methods for acquiring old and deleted information
- Translating old information into materials that are readable and usable

10:45 Morning Break

11:00 Medical Records: How to Obtain, Decipher and Use Them

- Obtaining records & information – the brave new world of HIPPA
- Organize, review & summarize – managing the mess!
 - Identifying and organizing for best use
 - Summarizing medical records
- Where is the most useful information found?
 - Nurse's notes vs. Doctor's notes
 - Lab results
- Common medical terminology and symbols
- Collating documents – now what do we do?
 - Determine what's missing
 - Keeping track and following up
 - Charting information for legal and medical purposes
- Researching and cross referencing information
 - Background checks on medical providers
 - Medline & internet resources
 - Identifying pre-existing conditions, prior claims & alternative causation
 - Understanding drug interactions and the effects of multiple medications

Doreen James Wise, CEO, Medical Research Consultants

Paula Schenck, Sidley Austin Brown & Wood

12:30 Lunch Break – On Your Own

2:00 Obtaining Your Client's Documents

• Plaintiff perspective

- Gathering your client's medical records, family history and work history
- Effective ways to organize and make your documents readable and accessible even when you are working with a large number of clients

• Defense perspective

- Coordinating with in-house paralegals and representatives to obtain *all* relevant documents
- Understanding the corporate client's record retention practices – You have documents at *how many* different divisions, physical plants and offices?
- Mechanisms to ensure you have received all of the required documents – Don't forget the email!

3:00 Afternoon Break

3:15 Getting It Together - Systematic Document Organization

- Applying tools to manage your own client's documents as well as coordinating and maintaining opposing counsel's documents
- Maintaining & organizing the paper
 - Binders – Witness, Deposition, Discovery
 - Coding, scanning & databases
- Exhibits – for depositions, motions & trial
- Witness lists
- Demonstratives
- High-tech tools - electronic trial technology

Gordon Sellers, PhD, Paralegal, McDermott Will & Emery
Additional speaker to be announced

4:15 Computer Tools, Skills and Short Cuts

- File Management & Docketing software
- Document coding & scanning
- Copier Services – make your life easier
- Useful Internet Sites
- Building a database of medical literature, articles and studies
- Tracking the history of expert witnesses: trial testimony, depositions, and published articles

5:00 Adjourn

Tuesday, March 9, 2004

8:30 Continental Breakfast

9:00 Effective Use of Paralegals in Communications with Outside Counsel

- Cost-savings applied to staffing, dealing with experts
- Organizational shortcuts

Thomas M. Crawford, Litchfield Cavo

9:45 Working with the Insurance Company

Carli Fish, Esq., Associate, Cozen O'Connor

10:30 Morning Break

10:45 Appropriate Utilization of Discovered Documents

- What Can Paralegals Do With The Records Obtained?
- Putting the information learned into a useable format for the trial team – charts, graphs, demonstratives, etc.
- Distilling the information for use with:
 - Identifying expert weaknesses
 - Identifying alternative causation
 - Preparation of Daubert motions
 - Knocking out counts/plaintiffs
- Determining if you've joined all the appropriate defendants/co-defendants

11:15 A Paralegal's Role Part II – Trial Organization

- Logistical considerations – getting your trial team & materials to court
- Investigating the courtroom setup
- Interviewing the judge/judicial staff about courtroom procedures
- Staying organized
- Witness preparation & coordination
- Tracking trial exhibits
- Troubleshooting in the courtroom

Plaintiff Paralegal: Jean Casserly, Legal Assistant, Propes & Kaveny

Defense paralegal: Sandra Antczak, Litigation Administrator, Schiff Hardin & Waite

12:00 Adjourn

Speakers, session and times are subject to change. Visit www.mealeys.com or call 1-800-Mealeys for up to the minute program revisions. Call for information on sponsorship and exhibit opportunities.

Registration Form

Mealey's The Role of Paralegals in Mass Tort Litigation Conference, March 8-9, 2004, at The Westin Chicago River North, Chicago, Illinois. I understand the conference registration fee is \$550 per attendee for the first paying attendee and \$450 for each attendee thereafter from the same firm or company.

Attendee #1 _____

Attendee #2 _____

Attendee #3 _____

Firm/Company _____

Address _____

City/State/Zip _____

Telephone _____

FAX _____

Email _____

Yes, I'm interested in purchasing the Audiotape of this conference. Please call with pricing information.

Check enclosed (Please make checks payable to Mealey Publications. Send payment in U.S. funds drawn on a U.S. bank.)

Please bill my: VISA MasterCard American Express

Account # _____

Expiration Date _____

Signature _____

Conference Handbook on CD — Each conference attendee will receive one copy of the handbook on CD. You may order additional copies. Non-registrants may purchase the handbook CD. Please send _____ copies @ \$250 each. (U.S.A.: Please add appropriate state sales tax to your order. Canada: Add 7% sales tax.)

Mealey's Emerging Toxic Torts — YES, send me a free sample and subscription information.

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