

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

**May 10-11
2004**

The San Diego Marriott Hotel & Marina
San Diego, CA

Conference Chaired by

Jennifer Johnson, Esq.

Lopez Hodes Restaino Milman & Skikos
Newport Beach, CA

**The more people you send,
the more you save. Special
discount details inside.**



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

Hear expert presentations that will familiarize you with new tools to make you more effective – and fine-tune the skills you use every day. Return to your office with increased confidence and a firm understanding of all the nuances you need to excel at your job.

Walk out of this nuts-and-bolts program with the skill sets to . . .

- obtain and decipher **medical records**
- flawlessly handle **electronic case filing**
- increase your precision at **systematic document organization**, including managing your own client's documents and maintaining opposing counsel's as well
- utilize **discovered documents** so they're in the most effective format for trial
- know all the vital **electronic discovery issues**, including working with computer forensic experts as well as the acquisition and effective use of old and deleted information
- expertly **prepare for trial**, from courtroom setup and procedures to tracking trial exhibits

The balanced plaintiff and defense perspectives ensure that every attendee will return to the office as a more well-rounded paralegal.

MEALEY PUBLICATIONS
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Publications

The Co-Chairs

Jennifer Johnson, Esq., is admitted to practice before all of the courts of the State of California as well as the Supreme Court of California and United States District Court, Central District of California. A skilled litigator, Ms. Johnson joined Lopez Hodes Restaino Milman & Skikos in 2000, bringing with her extensive experience in all aspects of medical malpractice litigation, including mass tort and Elder Abuse litigation. Her comprehensive medical knowledge from her background as a registered nurse in a variety of areas, including intensive care, has proven invaluable to her in the practice of law. Jennifer is a member of the State Bar of California, Orange County Bar Association, Consumer Attorneys of California (CAOC), Orange County Trial Lawyers Association (OCTLA), and the American Inns of Court. She received her Juris Doctorate degree from the University of Arizona and her Bachelor of Arts from Evangel College in Springfield, Missouri.

CLE Credit

Credits will be available from all states with mandatory requirements. For more information visit www.mealeys.com and click on 'Conferences', or call 1-800-Mealeys.

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 San Diego Marriott Hotel & Marina is located at 333 West Harbor Drive, just 5 minutes from San Diego International Airport. Attendees should make reservations directly with the hotel by calling (619) 234-1500. When making reservations, indicate that you are attending Mealey's The Role of Paralegals in Mass Tort Litigation Conference, May 10-11, 2004. A block of rooms has been reserved for attendees at a rate of \$185 a night for a single or double room. The cut-off date for this rate is April 19. 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 April 26 will receive a full refund. Registrants cancelling from April 27- May 4 will receive a full credit towards another Mealey's conference. Cancellations made after May 4 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.

Mealey's The Role of Paralegals in Mass Tort Litigation

Monday, May 10, 2004

8:30 Registration and Continental Breakfast

9:00 Welcome & Introductory Remarks and Review of Mock Fact Pattern
Jennifer Johnson, Lopez Hodes Restaino Milman & Skikos

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

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

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

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, May 11, 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

9:45 Working with the Insurance Company

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

12:00 Adjourn

Speakers, sessions 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, May 10-11, 2004, at The San Diego Marriott Hotel & Marina, San Diego, CA. I understand the conference registration fee is \$550 per attendee for the first paying attendee.

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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