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Pretrial Management and Litigation Issues

Litigation Strategies for Paralegals & Legal Assistants

August 15, 2005 • Eldorado Hotel • Santa Fe



In just one day, learn about the complicated issues in preparing for trial and how to deal successfully with the critical tasks surrounding litigation and trials in New Mexico. Our distinguished faculty of experienced litigators and paralegals will share cutting-edge trends and the best practices in pretrial document management. They will help you master discovery organization skills and pretrial preparation. Learn how to organize documents for greater accessibility at the office and during trial. You can't afford to miss this opportunity to improve your productivity and efficiency!

Attend This Seminar To:

- INCREASE Efficiency
- ENHANCE Your Organizational Skills
- IMPLEMENT Strategies for Discovery
- DISCOVER Secrets to Dealing with Government Agencies
- FIND Shortcuts to Dealing with Insurance Companies

...and much more!



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Register Online at www.cle.com or Call (800) 873-7130
Seminar Schedule and Speaker Biographies Inside

Morning 8:30 a.m. – 12:15 p.m.

Afternoon 1:45 p.m. – 4:15 p.m.

8:30 Registration and Continental Breakfast

9:00 **Ethics**
Practical Considerations for Paralegals
Bonita Ortiz, CLAS, Senior Paralegal
Office of University Counsel
University of New Mexico, Albuquerque

10:00 Morning Break

10:15 **Boot Camp**
Pleadings; Interviewing a Witness and Client
Communication
Tanya Scott, Esq.
Law & Resource Planning Associates, Albuquerque

11:15 **Basic Strategies**
Rules of Civil Procedure and Discovery
Denise Laktas, Esq.
Sommer, Udall, Hardwick, Ahern & Hyatt, Santa Fe

12:15 Lunch Break

1:45 **Agency Litigation**
The Nuts & Bolts for the Paralegal
Stephen J. Lauer, Esq.
Comeau Maldegen Templeman & Indall, Santa Fe

2:45 Afternoon Break

3:00 **Litigation Involving Insurance Claims**
The Paralegal's Role in Getting Insurers Involved;
Dealing with Claims Adjusters
Stephen J. Lauer, Esq.

4:00 Q&A Panel
Members of the Faculty

4:15 Evaluations and Adjourn



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August 12, Denver

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August 11-12, Santa Fe

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SuperConference
August 15-16, Santa Fe

Conservation Easements
August 17, Albuquerque

Arizona Water Law
SuperConference
August 18-19, Phoenix

Eminent Domain
August 18-19, Denver

Coalbed Natural Gas Law
August 26, Cheyenne

For more information about these and other programs, visit our website at www.cle.com.

Denise Laktas has a practice that includes land use, subdivision and regulation matters, civil litigation and appeals and real estate law. She is a member of the State Bar of New Mexico, Real Property Section, the National Association of Bond Lawyers, the State Bar of Texas and the H. Vearle Payne American Inn of Court. She is a member of the ABA Section of Litigation and the New Mexico Commercial Litigation Division. From 1998–2000, she served as judicial clerk to the Louisiana Supreme Court. Prior to joining her present firm, she was a County Attorney in Austin, Texas, where she did civil litigation and prosecuted environmental crimes.

Stephen J. Lauer has been practicing law in Santa Fe for over 30 years. He previously clerked for the Court of Appeals and worked for the Legislative Council Service. Since leaving government practice, he has been practicing in several areas of business and insurance litigation. He has been on the Board of the Commercial Litigation Section of the New Mexico State Bar since 1989 and was named Chair of that section this year.

Bonita Ortiz is a charter member of the Paralegal Division of the New Mexico State Bar. She holds a post-baccalaureate degree in legal assistant studies, a master's degree in public administration with dual concentrations in dispute resolution and human resource management, an advanced specialty certification in civil litigation through the National Association of Legal Assistants. She recently received the Ferrel Heady Award for her nationwide research involving sexual harassment complaints at U.S. universities.

Tanya Scott focuses her practice on civil litigation and water law. She has served as Attorney Master and worked in the New Mexico Office of the State Engineer in the Administrative Litigation Unit. She has published articles involving valuation in wrongful death cases, equitable subrogation and discovery and trial issues in automobile cases. Her reported cases include *Trujillo v. Puro*, *Passino v. Cascade Steel Fabricators, Inc.*, *Armijo v. Department of Health and Environment*, *Bober v. New Mexico State Fair* and *Fernandez v. Ford Motor Co.*

CLE INTERNATIONAL Program Attorney:
Laurie Davies, laurie@cle.com.

seminar **information**

Continuing Education Credit (NFPA and NM State Bar)

This course is approved for 6 hours of general credit and one hour of ethics credit by the Legal Division of the New Mexico State Bar.

This course meets the requirements for up to 6 hours of continuing legal education by the National Federation of Paralegal Association. This course meets the requirements of the Certifying Board for Legal Assistants of the National Association of Legal Assistants, Inc. for 0.6 units of continuing legal assistant education credit.

For accreditation in other jurisdictions or disciplines, please contact Brian Fineberg at (800) 873-7130 or brian@cle.com.

Registration

Advance registration is recommended, and you are encouraged to mail in your registration early. Or simply call in your registration or homestudy order to (800) 873-7130, fax the Registration/Order Form to (303) 321-6320, register online at www.cle.com or e-mail your registration to registrar@cle.com. Full payment is due at the time of registration. Walk-in registrations will be subject to space availability. Please call **CLE INTERNATIONAL** at (303) 377-6600 if you require any special accommodations.

Seminar Location and Accommodations

The Seminar will be held at the Eldorado Hotel, 309 W. San Francisco Street, Santa Fe, NM 87501. Make your room reservations early to ensure the best rate and selection. For room reservations and special rates, please call Community World Travel at (888) 724-0500 or visit www.communityworldtravel.com

Tuition

The tuition fee of \$295 per person includes attendance at all sessions, course materials, continental breakfast, and coffee breaks.

CLE INTERNATIONAL offers special rates for 501(c)(3) organizations, full-time judges, and law students.

Save When Two or More Register

Save \$90 or more with our multiple registrant discount! The tuition fee is only \$250 per person for two or more from the same firm.

About CLE INTERNATIONAL

CLE INTERNATIONAL, a leading provider of continuing professional education, has been presenting high-quality programs nationwide since 1983.

Course Materials

Each registrant will receive a set of course materials, prepared by the speakers especially for this Seminar, which will be a valuable future reference. The course materials alone are available for \$95 plus \$10 shipping and handling.

Homestudy Package

If you cannot attend, **CLE INTERNATIONAL** also offers a complete audio transcript of the Seminar (including all course materials) for \$295 plus \$10 shipping and handling. This package may qualify for homestudy credit.

Cancellation Policy

Full tuition refunds (less a \$50 administrative charge) will be given only if notice of cancellation is received by 5:00 p.m. MST on the Monday prior to the Seminar. Substitutions may be made at any time.

Sponsorship Information

Sponsorship and exhibition opportunities are still available. For more information, please contact Melissa Dafni, Marketing Coordinator, at (800) 873-7130 or melissa@cle.com.

**Register
Today!**

www.cle.com

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A Pretrial Workout for Organizational Fitness

Litigation Strategies for Paralegals & Legal Assistants

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Pleadings • Discovery
Rules of Civil Procedure • Interviewing Witnesses
Client Communication
Helpful Strategies for Dealing with Insurance Companies
The Ins and Outs of Agency Litigation



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