

The 2nd Annual Paralegal Managers' Institute

February 26, 2007
The University Club
Washington, DC

March 8, 2007
The City Club on Bunker Hill
Los Angeles, California

8:30-9:00 **Registration and Continental Breakfast**

9:00-9:15 **Welcome and Opening Remarks**

9:15-9:45 **Keynote Address: Renewing Your Commitment to Diversity in Staffing**

Jim D. Burns

Business Director
Greenberg Traurig LLP
2450 Colorado Avenue, Suite 400E
Santa Monica, CA 90404
310.586.6593 (direct)
burnsjd@gtlaw.com
(LA)

9:45-10:45 **Motivating and Rewarding Your Staff in a Competitive Market**

Today's paralegal workforce is more educated, skilled and tech savvy than ever before. They expect more from their employers and have plenty of options. Consequently, holding on to good people is one of the greatest challenges that paralegal managers face. Join us for a session, which will discuss:

- Understanding the different demographics within the paralegal work force
- Benchmarking: How do we compare to the competition?
- Working with firm leadership to develop and communicate performance goals
- Evaluations: Annual reviews and more
- Compensation: Monetary and beyond
 - Salaries and bonuses
 - Career advancement
 - Culture and quality of life

Allen M. Gardner
Partner
Latham & Watkins LLP
Washington DC
ALLEN.GARDNER@LW.com
(DC)

Suzanne Jakstavich
Director of Human Resources
Crowell & Moring LLP
Washington, DC
sjakstavich@crowell.com
(DC)

Rhonda L. Reid
Allen Matkins Leck Gamble
Mallory & Natsis LLP
515 S. Figueroa Street, Suite 700
Los Angeles, California 90071
Direct: 213/955-5586
Facsimile: 213/620-8816
Email: rreid@allenmatkins.com
(LA)

Leslie Ripley
Director of Professional Development
& Recruiting
Gibson, Dunn & Crutcher LLP
Los Angeles, California
lripley@gibsondunn.com
(LA)

10:45-11:00 **Mid-Morning Break**

11:00-12:00 **Becoming the Beloved Expert at Your Firm: Advice for Career Development**

- Defining the paralegal's role, and thus, your own
- Distinguishing yourself from the other firm administrators
- Making an impact on your staff
 - Mentoring
 - Being an advocate
 - Identifying training opportunities
 - Creating career paths

Paige Drewelow
Director of Attorney Recruiting
O'Melveny & Myers LLP

San Francisco, California
pdrewelow@OMM.com
(DC and LA)

Carolyn M. Hilgers
Director of Paralegal Services
King & Spalding
Atlanta, Georgia
(404) 572-3494
chilgers.kslaw.com
(DC)

Joanne S. Ollman
Director of Professional Resources
PROSKAUER ROSE LLP
Director of Professional Resources
1585 Broadway | New York, NY 10036-8299
V: 212.969.5065 | F: 212.969.2900
jollman@proskauer.com
(LA)

12:00-1:00

Luncheon and Address
Reel Justice: Images of Law and Lawyers in Courtroom Films
(LA conference only)

Paul Bergman
Professor of Law Emeritus
UCLA School of Law
UCLA Extension
Attorney Assistant Training Program
Board of Advisors
bergman@law.ucla.edu
(LA)

XE Factor: Relationships for Business Success (DC conference only)

Arnie Herz, Esq.
Publisher, *Legal Sanity*
Principal, Legal Sanity Learning Programs
14 Vanderventer Ave. Ste. 255
Port Washington, NY 11050
tel. 516-767-0800
fax. 516-706-1416
arnie@arnieherz.com
(DC)

1:00-2:00

Understanding and Effectively Managing the E-Discovery Process

This session will provide you with a foundation for managing the e-discovery process from the initial request to evidence production. Our panelists will discuss best practices for preparation and proven methods for collecting, processing and reviewing data.

Stanley M. Gibson

Partner

Discovery Technology Group

Jeffer, Mangels, Butler & Marmaro LLP

1900 Avenue of the Stars

7th Floor

Los Angeles, California 90067

(310) 201-3548

SGibson@jmbm.com

(LA)

Liz Bachman-Grechi

Practice Technology Services Director

Reed Smith LLP

Oakland, California

510-466-6102

LGrechi@reedsmith.com

(LA)

Anne LePore

Senior Paralegal

Morrison & Foerster LLP

425 Market Street

San Francisco, CA 94105

(415) 268-7261

alepore@mofocom

(DC)

Brian Stempel

Firmwide Litigation Services Manager

Kirkland & Ellis LLP

Citigroup Center | 153 East 53rd Street | New York, NY 10022

212.446.4811 Direct | 212.446.4900 Fax

bstempel@kirkland.com

(DC and LA)

2:00-3:00

Government Investigations: Critical Legal and E-Discovery Issues (DC Conference Only)

In the wake of the scandals that have rocked the Fortune 500, SEC, DOJ, FTC and AG investigations have become a fact of life for

corporations and the law firms that represent them. This panel will provide you with best practices for working with your clients to prepare for and respond to regulatory demands for electronic data.

Tom Hanusik

Partner
Crowell & Moring LLP
Washington, DC
thanusik@crowell.com
(DC)

Carrie Mallen

Manager, Litigation Support
McKesson Law Department
McKesson Corporation
San Francisco, California
Carrie.Mallen@mckesson.com
(DC)

Products Liability Litigation: Critical Legal and E-Discovery Topics (LA Conference Only)

- Preservation: Who what where why how and when?
- Practical Tips and Basic Law on Foreign e-Discovery
- Update on the Federal Rules: Practical implications how parties are responding and how courts are ruling.

Janet Kwuon

Partner
Director of Complex Litigation
E-discovery
Reed Smith LLP
Los Angeles, California
213 457 8013
jkwuon@reedsmith.com
(LA)

Joy Murao

Manager of Global Practice Support
Latham & Watkins LLP
555 West Fifth Street, Suite 800
Los Angeles, CA 90013-1010
Direct Dial: +1.213.891.7292
Fax: +1.213.891.7123
Joy.murao@lw.com
(LA)

3:00-3:15

Break

3:15- 4:15

The Client's Perspective: Coordinating and Working As a Team and on Major Litigation Projects

This session is your opportunity to meet high-ranking, in-house litigation department personnel, who liaise with law firms, and hear their perspective on team building and co-ordination. Our panelists will discuss:

- Analyzing the project and developing strategy
- The pressure to keep litigation costs down
- How they choose outside counsel
- How they determine which tasks can be done in-house
- Coordinating in-house and law firm staff
- The importance of understanding the corporate culture and communication

Moderator

Ellen J. Pohlemus

Director of Operations
Morgan, Lewis & Bockius LLP
Washington, DC
epolhamus@morganlewis.com
(DC and LA)

Sheila L. Popowych

Patent Litigation Paralegal
Eastman Kodak Company
343 State Street
Rochester, New York 14650-0211
phone: (585) 781-1588
fax: (585) 724-9563
sheila.popowych@kodak.com
(DC)

Kimbir Tate

Manager, Litigation Support
One Post Street, 33rd Floor
San Francisco, CA 94114
PH:(415) 983-7522
FX: (415) 983-9369
kimbir.tate@mckesson.com
(DC and LA)

Maggie Toooh

Senior Litigation Paralegal
Yahoo! Search Marketing
Burbank, California
toochm@yahoo-inc.com
(LA)

Marc Vockell

Senior Counsel, Litigation
Dell Inc.
One Dell Way-RR1-33
Round Rock, TX 78682
ph: (512) 723-7416
fax: (512) 283-7416
marc_vockell@dell.com
(LA)

4:15-5:15

Re-Directing Employee Conduct That Can Expose Your Firm to Liability

Issues like sub-standard skills, chronic absenteeism, low productivity, failure to follow directions and inappropriate office attire are relatively easy to identify and remedy. What do you do when seemingly productive employees engage in behavior that can expose your firm to liability? This panel will examine the factors within the legal industry, which tempt good employees to pad hours, cut corners and plagiarize work product. Gain insight into how prevent, detect and rectify this more subtle yet very dangerous employee conduct.

Karen DeCrescenzo

Principal Paralegal/Legal Intern Coordinator
Office of the City Attorney
Civil Division
1200 Third Avenue, Suite 1620
San Diego, CA 92101
(619) 533-5887
(619) 236-7215 FAX
KDeCrescenzo@sandiego.gov
(LA)

Hubert R. Dorsainvil

Staffing Coordinator
Legal Support Services
Debevoise & Plimpton LLP
New York, New York
hrdorsainvil@debevoise.com
(DC)

Brent M. Giddens

Partner
707 Wilshire Boulevard, Suite 5150
Los Angeles, California 90017
Telephone: (213) 612-6300
Facsimile: (213) 612-6301
bgiddens@cdflaborlaw.com
(LA)

Lisa M. Hoffer

Paralegal Manager
McKenna Long & Aldridge LLP
Washington, D.C.
PH: (202) 496-7113
FAX: (202) 496-7481
lhoffer@mckennalong.com
(DC)

Julie A. Hooper

Paralegal Manager
Gibson, Dunn & Crutcher LLP
1050 Connecticut Ave NW
Washington, DC 20036
ph: (202) 887-3626
JHooper@gibsondunn.com
(DC)

Barbara Mitchell

Paralegal Coordinator
Heller Ehrman LLP
601 S Figueroa St 40th Fl
Los Angeles, CA 90071
ph: (213) 244-7873
fax: (213) 689-1868
barbara.mitchell@hellerehrman.com
(LA)

5:15-6:15

Cocktail Reception