2020 NCBA Paralegal Division Annual Meeting

LIVE
Friday, April 24, 2020
Holiday Inn Resort
1706 North Lumina Avenue
Wrightsville Beach

REGISTER TODAY!
Save 10% if registration is received by April 3, 2020.
www.tinyurl.com/CLE928PDM
This program offers opportunities to grow and update your professional knowledge and network with others in your field.

Learn from and interact with some of North Carolina’s top legal professionals on a variety of topics designed to deepen your knowledge, enhance your skills and energize your career.

- Hear from an assistant legal counsel to the North Carolina Judicial Branch regarding North Carolina’s “Raise the Age” law and how the change helps NC youth.
- Get tips and tricks for dealing with discovery in workers’ compensation.
- Examine family dynamics and gain resources to help you navigate guardianships and elder law issues.
- Discover the importance of checklists and templates in the contract creation, review and execution process.
- Understand HIPAA’s impact on litigation and your requirements for keeping health information secure.
- Explore the hemp industry through the diverse areas of law associated with this new and emerging industry within NC.
- Gain valuable insight into the paralegal profession from two distinct panels of paralegals about their daily responsibilities, stresses and work/life balance, including how to handle conflicts and ethical scenarios.
- Experience how mindfulness can positively affect the quality of your attentiveness and how effectively you engage with clients, co-workers and others around you.
AGENDA

FRIDAY, APRIL 24, 2020 | 7:45 a.m. – 4:30 p.m.

7:45    Registration and Continental Breakfast
8:25    Welcome and Introductions
8:30    TRACK BREAKOUT SESSIONS (Please choose one.)
        •  Discovery in Workers’ Compensation: Five Things You Need to Know | Bisplinghoff and Toups
          Get tips and tricks for handling and obtaining medical records requests, discovery requests and discovery responses and ensuring compliance with Industrial Commission Rules.
        •  Contract Review: Streamlining the Process | Huffman
          Discover the importance of using checklists and templates when drafting, reviewing and overseeing contract execution.

9:30    Break
9:45    TRACK BREAKOUT SESSIONS (Please choose one.)
        •  Resources for Navigating Guardianships and Elder Law | Szakaly
          Examine family dynamics in decision-making for a family member's financial, health care and living arrangements. Relate how best to involve seniors with diminished capacity in decision-making to preserve their sense of autonomy.
        •  HIPAA 2020 | Desmond
          Explore how the current HIPAA guidelines impact litigation and the importance of maintaining privacy of protected health information.

10:45   Break/Hotel Checkout
11:00   TRACK BREAKOUT SESSIONS (Please choose one.)
        •  “Raise the Age” Is Now Effective: How It Helps NC Youth | Powell
          On December 1, 2019, NC’s “Raise the Age” law became effective, changing the way that 16- and 17-year-olds are prosecuted for most crimes. This presentation provides a brief overview of the new law and addresses how it impacts youth in our state by reducing the number of youths who are charged as adults and expanding school justice partnerships throughout the state.
• **Hemp Law Basics** | Trask
  Receive a high-level overview and introduction to the hemp industry, including federal and state legislative history, and also learn about the legal issues facing the industry today.

12:00  **Networking Lunch**

1:00  **Paralegal Division Annual Meeting with Presentation of Distinguished Paralegal Award**
  Tina Dadio, UNC-Charlotte, 2019-2020 Division Chair, presiding

1:15  **GENERAL SESSION – A Day in the Life of a Paralegal**
  Panelists: Chichester, Harris, Royal and White  
  Moderators: Elliott and Jones
  Paralegal roles come in many shapes and sizes. Hear from our panel of paralegals who work in-house, in government, in a small firm and in a big firm, as they discuss daily responsibilities, stress and work/life balance.

2:15  **Break**
  Sponsored by Campbell Law School

2:30  **GENERAL SESSION – Using Mindfulness to Improve Your Daily Life**
  Nagae
  Mindfulness can positively affect the quality of your attentiveness and how effectively you engage with clients, co-workers and others around you. Understand what mindfulness is, how science shows it can change our brains, and how developing it can lead to more professional, ethical decision-making. Learn about one mindfulness practice, meditation, and how it can be incorporated into your daily life as a paralegal.

3:30  **GENERAL SESSION – A Day in the Life of a Paralegal: Ethics Edition** *
  Panelists: Belk, Crosby and Kaufman  
  Moderator: Stell
  Review scenarios faced by paralegals in their careers and how to deal with similar scenarios you may find yourself in one day.

4:30  **Adjourn**

*Indicates portion providing Ethics/Professional Responsibility credit
PROGRAM DETAILS

SPEAKERS
- **Joy C. Belk**, North Carolina State Bar Board of Paralegal Certification, Raleigh
- **M. Ryan Bisplinghoff**, McAngus Goudelock & Courie, Wilmington
- **Lakisha Chichester**, FHI 360, Durham
- **Stephanie C. Crosby**, Ward and Smith PA, New Bern
- **Debbie Harris**, Davidson County Government, Lexington
- **Melissa I. Huffman**, Wilmington City Attorney’s Office, Wilmington
- **Sarah Hall Kaufman**, Ellis & Winters LLP, Cary
- **Sarah E. Nagae**, SAS Institute, Cary
- **LaToya B. Powell**, Office of General Counsel, North Carolina Judicial Branch, Raleigh
- **Rachel L. Royal**, Wilmington City Attorney’s Office, Wilmington
- **Jennifer T. Szakaly**, Caregiving Corner, Charlotte
- **Jason E. Toups**, McAngus Goudelock & Courie, Wilmington
- **Allen N. Trask III**, Ward and Smith PA, Wilmington
- **Sarah L. White**, Ragsdale Liggett PLLC, Raleigh

HOTEL INFORMATION
Contact hotel directly for reservations at the special NCBA room rate. Rates are based on availability and rooms may sell out.

**Holiday Inn Resort**
1706 North Lumina Avenue
Wrightsville Beach
- **Oceanfront**: $189
- **Standard**: $169
- **Reservations**: 910.256.2231 or 877.330.5050
- **Cutoff date**: March 24, 2020

PLANNERS
- **Stephanie B. Elliott**, Roberts Law Firm PA, Gastonia
- **Melissa Stockley Jones**, Smith Anderson Blount Dorsett Mitchell & Jernigan LLP, Raleigh
- **Leslie C. Pegram**, UNC Health Care System, Chapel Hill

MODERATORS
- **Stephanie B. Elliott**, Roberts Law Firm PA, Gastonia
- **Melissa Stockley Jones**, Smith Anderson Blount Dorsett Mitchell & Jernigan LLP, Raleigh
- **Camille Stell**, Lawyers Mutual Consulting and Services, Cary
NETWORKING SOCIAL

Low Country Boil Networking Social
Thursday, April 23, 2020
5:30–7:00 p.m.
Holiday Inn Resort
Sunrise Terrace
Wrightsville Beach

SPECIAL ACCOMMODATIONS

NCBA makes every effort to ensure a quality learning experience. If you have dietary restrictions or need special accommodations, please contact us at least one (1) week prior to the program start date.

We extend our sincere gratitude to the NCBA Paralegal Division as well as the planners, speakers and moderators who volunteer their time and expertise toward the goal of presenting an educational program of the highest quality.

WHAT PEOPLE ARE SAYING...

“Great program. Great venue. Great speakers.”

“Everything was fabulous and well-planned.”

“This was my first time attending the Paralegal Annual Meeting. I felt the day was very informative and will definitely attend again.”

— Attendees, 2019 Paralegal Division Annual Meeting
**STEP 1: Tell us who you are.** (Please print clearly.)

Print Full Name: ________________________________
Address: _______________________________________
City, State and ZIP: _______________________________
Daytime Phone Number: ___________________________
Email Address: ________________________________

**STEP 2: Select your tuition rate.** (Register early and save 10%. Payment must be received three (3) weeks prior to program date to qualify for the early rate.)

Standard Rate: 
☐ $425 / ☐ $385 Early
NCBA Paralegal Division Member: 
☐ $330 / ☐ $295 Early
CLE Premier Pass: 
☐ $0

**STEP 3: Select your learning format.**

☐ Live (928PDM)

**STEP 4: Complete your payment information.**

(Registration is complete only after payment is processed. Please print clearly.)

I am registering for this program at the tuition rate checked above.

☐ Enclosed is a check, payable to NCBA. ☐ Please charge my credit card.
Card Number: _________________________________ Exp. Date: ______
Total Amount: _______ Signature: ___________________________

Discounts may be available for NCBA members who are paralegal students. Call CLE at 800.228.3402 for details.
REGISTRATION: All registrations are processed after payment is received. To qualify for the early tuition rate, payment must be received prior to the deadline indicated. Stated early discount rate percentage is approximate. Registrations may be capped based on venue size and may include an overflow room with additional seating. CHANGES TO EXISTING REGISTRATIONS: Should an attendee need to cancel his or her registration to a Live, Webcast or Video Replay program, the cancellation request must be received by 9:00 a.m. ET one (1) week prior to the start of the program to receive a full refund. Any attendee requesting cancellation less than one week prior to the program will receive a refund, less a $75 administrative fee. An attendee may choose to transfer his or her registration to a program to the Live, Webcast or Video Replay format of the same program only. Transfer requests must be received by 9:00 a.m. ET one (1) business day prior to the program start date. An attendee may further choose to substitute his or her registration to a Live or Video Replay program only. Substitution means sending another person to attend the Live or Video Replay program when the original registrant is unable to attend. Substitution requests must be received by 9:00 a.m. ET one (1) week prior to the program start date. The substituted person may be assessed a different fee based on their NCBA membership classification. Cancellation, transfer and substitution requests must be provided in writing by email at askcle@ncbar.org or by calling 800.228.3402. If an attendee misses any portion of a program, that portion is not subject to substitution, refund or transfer. Except as provided herein, registrations, including On Demand registrations, cannot be canceled, substituted or transferred once purchased. NO-SHOWS: Anyone who is registered for a program, including CLE Premier Pass holders, but does not check in is considered a no-show. No-shows are not issued a refund, and Premier Pass holders will be assessed a $75 administrative fee. These registrants will receive the digital materials, available in their online accounts, in full consideration of tuition paid. MISCELLANEOUS: The NCBA reserves the right to cancel or reschedule programs at any time. Should the NCBA cancel or reschedule a program, registrants may elect to receive a full refund or attend the newly scheduled program. Notifications regarding program changes will be sent to the email address on file. The NCBA is not responsible for any additional expenses incurred as a result of such cancellation or rescheduling. Each attorney must maintain a record of his or her attendance for the NC State Bar Annual Report. MCLE credit is reported by the NCBA only if a NC State Bar number is provided. Registration and attendance at NCBA CLE programs constitutes an agreement by the registrant with the NCBA for use and distribution of the attendee’s image or voice in photographs, videotapes, electronic reproductions and audiotapes of such programs and activities. Unless specified, spouses or guests are not eligible to attend NCBA CLE programs and activities without registering to attend. These terms are subject to change.