

Event Title:

Records Request Guide for Paralegals: Public, Medical, Phone, and More

Event Date and Time:

April 30, 2024 -- 02:00 PM EDT - 05:15 PM EDT

Event Agenda:

All times are shown in Eastern time.

- I. **How to Request Medical and Mental Health Records**
2:00 - 2:30, Antoinette B. VanSchaick
- II. **Obtaining Financial, Employment, and Business Records**
2:30 - 3:00, Antoinette B. VanSchaick
- III. **Requesting Social Media, Email, and Phone Records**
3:00 - 3:30, Antoinette B. VanSchaick
- IV. **Must-Know Websites: Finding Public Records and Information Online**
3:45 - 4:15, Jonathan J. Schutrum
- V. **FOIA Process, Public Records Law Compliance, and Recent Legal Developments**
4:15 - 4:45, Jonathan J. Schutrum
- VI. **Best Practices for Organizing and Handling Records**
4:45 - 5:15, Jonathan J. Schutrum

Event Description:

Join our experienced faculty as they discuss the essentials of making records requests in and outside of discovery. From public records to medical records, phone records, and more, gain the skills you need to gather key information and evidence for the case. Expand and build your knowledge - register today!

- Examine the best practices for records requests.
- Learn how to obtain records from medical and mental health providers.
- Confidently locate and secure financial, employment, and business records.
- Review best practices for record organization and handling.

Who Should Attend:

This **intermediate level** course is designed to give the following attendees the knowledge needed to request different records:

- Paralegals
- Legal Technicians
- Legal Assistants
- Legal Support Staff

Event Bio:

Jonathan J. Schutrum is an associate in the firm's litigation department, where he focuses his practice in medical and professional malpractice defense, nursing home litigation, municipal and governmental litigation, product liability and insurance defense litigation. An experienced attorney, Mr. Schutrum has successfully prosecuted and defended legal actions in both New York state and federal courts. He also has experience handling and resolving matters through alternative dispute resolution and mediation. Mr. Schutrum graduated magna cum laude from George Washington University, before earning his law degree from the Syracuse University College of Law. He is a member of the New York State Bar Association and Bar Association of Erie County.

Antoinette B. VanSchaick obtained her B.A. degree in social sciences from Dowling College. She has been employed in the legal field for 29 years; the last 19 of which have been as a certified professional paralegal after having passed the inaugural Professional Paralegal Certification exam offered in 2004 by NALS, the association for legal professionals. Currently, Ms. VanSchaick is in her fourth recertification cycle and is expected to recertify by September 2029. During her 29 years in the legal profession, she has worked in matrimonial/family law, real estate and estate administration, as well as her primary specialty plaintiff's personal injury, where she was managing files from intake through resolution. Ms. VanSchaick is employed by Siben & Siben LLP in Bay Shore, New York as a paralegal in their negligence support department, and has been since November 2019. Her primary responsibilities at Siben & Siben, LLP are preparing motions, summons and complaints, and bills of particulars, as well as managing the motion calendar. When needed, Ms. VanSchaick also prepares and follows up on various discovery demands. While she has worked in other areas of law, plaintiff's personal injury is the one she always comes home to. Ms. VanSchaick is currently an active member of NALS, and has been since 1998 during which she has served in various offices and on various committees on the local, state and national levels. She also became a paralegal member of the New York State Academy of Trial Lawyers in February 2021.