

Event Title:

Employment Discrimination Litigation for Paralegals: Advanced Issues and Answers

Event Date and Time:

May 15, 2024 -- 11:00 AM EDT - 06:00 PM EDT

Event Agenda:

All times are shown in Eastern time.

- I. **Employment Discrimination Case Law and Litigation Trends: What Paralegals Need to Know**
11:00 - 12:00, Cindy G. Cole Ettingoff
- II. **Administrative Charges and Initial Filings: Creative Insights From Top Paralegals**
12:15 - 1:15, Cindy G. Cole Ettingoff
 - A. Rapid-Fire Overview of Administrative Procedures
 - B. Initial Analysis and Client Interview
 1. Key Questions to Ask in Discrimination Cases
 2. Costly Mistakes Paralegals Commonly Make During the Initial Interview
 3. Checklist of Documents and Information to Review
 - C. Submitting an EEOC Claim
 - D. Responses: Dos and Don'ts
 - E. Notice of Right to Sue and Conditions Precedent
 - F. Expert Insights Into Drafting Pleadings, Motions, and Other Critical Legal Documents
- III. **Discovery in Employment Discrimination: Insights From the Pros**
1:15 - 2:15, Casey S. Erick
 - A. High-Level Techniques for Drafting Discovery Requests and Responses (Including Interrogatories, RFAs, etc.)
 - B. Interviewing HR Personnel, Supervisors, Co-Workers, and Subordinates - Overcoming Common Challenges
 - C. Investigation and Corrective Action Mistakes
 - D. Patterns of Discrimination and Proof of Wrongful Termination
 - E. Privilege Logs
 - F. Dynamic Techniques for Organizing Case Files and Calendaring Hearings and Deadlines
- IV. **Creative Insights for Assisting Attorneys With Depositions in Employment Discrimination Cases**
2:45 - 3:45, Louis R. Cohan
- V. **Advanced Trial Prep and Assistance for Paralegals**
3:45 - 4:45, Ida L. Williamson
 - A. Coordinating Witnesses and Clients: Secrets and Insider Tips
 - B. Perfecting Trial Notebooks and Exhibits
 1. Perfecting Electronic Trial Notebooks
 2. Creative Ways to Enhance the Effectiveness of Exhibits
 3. Troubleshooting Technical Glitches and Other Problems on the Fly
 - C. Creative Tips for Notetaking During Trial

Creative Ways to Help Your Attorney at Trial

VI. **Avoiding Ethical Issues in Employment Discrimination Law**

5:00 - 6:00, *D. Scott Crook*

- A. Communicating Ethically
- B. Confidentiality and Privilege
- C. Conflicts of Interest
- D. Avoiding the Unauthorized Practice of Law (UPL)
- E. Reporting Attorney or Client Misconduct

Event Description:

Uncooperative interviewees, technical glitches, and ethical landmines - employment discrimination cases can go downhill fast, and the stakes are often high. Do you have the knowledge you need to sidestep common issues that can derail your attorney's case? Join our distinguished faculty as they reveal savvy ways to address the biggest challenges paralegals encounter in employment discrimination cases. Expand your expertise - register today!

- Stay on top of the latest employment discrimination litigation trends.
- Discover essential guidelines for submitting an EEOC claim.
- Formulate advanced strategies for drafting discovery requests and responses.
- Get creative tips for assisting attorneys with depositions.
- Uncover practical ways to help your attorney during trial.

Who Should Attend:

This **advanced level course** is designed to provide attendees with tips for helping attorneys overcome employment discrimination litigation roadblocks. Those who should attend include:

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

Event Bio:

[**Louis R. Cohan**](#) founded Cohan Law Group, L.L.C., and has been a trial lawyer for more than 25 years. He has done work in breach of contract, fraud, injunctive relief, punitive damages, employment, trade secrets, real estate, construction and construction defects, and civil rights litigation. Mr. Cohan's practice is concentrated on business litigation and employment litigation, as well as civil litigation. He serves on the boards of the Atlanta Bar Association (treasurer-Litigation Section, chair-Small Firm Section), and the Atlanta Bar Foundation, as well as being a member of the American Board of Trial Advocates (ABOTA). Mr. Cohan earned his B.S. degree from the University of Georgia and his J.D. degree from Emory School of Law.

[**Cindy G. Cole Ettingoff**](#) is CEO and general counsel for Memphis Area Legal Services while maintaining a mediation/arbitration practice. Prior to joining MALS, she engaged in

virtually every aspect of labor and employment law practice and has represented employers, employees, and unions in litigation, contract negotiations, arbitrations, and mediations. Ms. Ettingoff is a Rule 31 general civil mediator, family mediator, and mediator trainer, CPR mediator, FINRA mediator, and is listed on the U.S. District Court for the Western District of Tennessee Mediator/Dispute Resolution Panel. She is a past chair of the Tennessee Bar Association ADR Section, immediate past president of the Tennessee Association of Professional Mediators and member of the Mid-South Community and Justice Center board. Ms. Ettingoff is a member of the American Bar Association (ADR, Labor and Employment Law, and Civil Rights and Social Justice Sections), and served as a case reviewer for the FLSA, FLMA, or workers' compensation subsections' 2018/2019, 2019/2020, 2021/2022 midwinter publications. Ms. Ettingoff earned her J.D. degree from the University of Memphis, Cecil C. Humphreys School of Law.

D. Scott Crook is a founding member and the managing partner of Crook Legal Group PLLC, where he concentrates his practice in the areas of employment and labor, commercial litigation, appellate practice, land use, and water law. He is a member of both the Utah and Idaho state bars and has extensive experience in both states. Mr. Crook has spoken on or written articles about employment issues, local government law, boundary law, road and access law, jury selection, law firm management, and appellate practice. He is a member of the Utah State Bar (Employment and Labor Section, Litigation Section, Solo Small Firm & Rural Practice Section, and Appellate Practice Section). He earned his B.A. degree, summa cum laude, from Weber State and his J.D. degree, magna cum laude, from Brigham Young University - J. Reuben Clark Law School.

Casey S. Erick is a shareholder with Cowles & Thompson, P.C., and focuses on commercial litigation and employment law. He has represented clients in both litigation and transactional matters that span across commercial law, labor and employment, real estate, consumer protection, and general litigation including, but not limited to breach of contract, corporate trade secret theft, tortious interference, defamation, personal injury, fraud, and various other kinds of civil litigation. He is a member of the State Bar of Texas and Dallas Bar Association. Mr. Erick earned his B.A. degree, cum laude, from the University of Mississippi and his J.D. degree from Baylor School of Law.

Ida L. Williamson is a paralegal for the law firm of Cozen O'Connor, where she specializes in litigation, trial practice, insurance defense, personal injury, premises and product liability with emphasis on discovery, medical record review, research, mediation, and trial practice. Ms. Williamson conducts medical research, legal and factual research, investigations, and client interviews. She also prepares medical chronologies, deposition summaries, pleadings, memoranda, witness and exhibit lists, digital and hard copy trial exhibits, and trial notebooks, as well as attending trial. Ms. Williamson attended Broward College in Fort Lauderdale.