

**Event Title:**

Litigation Boot Camp for Paralegals

**Event Date and Time:**

May 22, 2024 -- 10:00 AM EDT - 05:00 PM EDT

**Event Agenda:**

*All times are shown in Eastern time.*

**I. Preparing Pleadings, Motions, and Briefs**

*10:00 - 11:00, James R. Andreen*

- A. Formatting Pleadings
- B. Service and Filing (Including E-Filing)
- C. Prepping Common Motions
- D. Opposition, Affidavits, Memorandums, and Orders
- E. Finalizing Briefs, Hearing Binders, and Hearing Prep
- F. Tips for Cite-Checking

**II. Discovery Requests, Responses, and Document Productions**

*11:00 - 12:00, James R. Andreen*

- A. Preparing Disclosure Statements
- B. Discovery Requests
- C. Discovery Responses and Objections
- D. Document Retrieval, Review, and Production
- E. Collecting, Reviewing, and Producing Electronic Documents
- F. Creating Privilege Logs

**III. Depositions: Scheduling, Preparation, and Summaries**

*12:15 - 1:15, Matthew T. May*

- A. Setting Up/Scheduling Depositions
- B. Preparation and Service of Subpoenas
- C. Deposition Preparation
- D. Reviewing and Summarizing Depositions

**IV. Litigation Case Management, Organization, and Communication**

*1:45 - 2:45, Matthew T. May*

- A. Calendaring and Docketing
- B. Tracking Systems
- C. Document Management
- D. Organizing Case Files
- E. Coordinating Communications Between Parties
- F. Leveraging Technology in Litigation
- G. Savvy Legal Research and Online Investigation Tips

**V. Trial Preparation and Assistance**

*2:45 - 3:45, Jonathan J. Schutrum*

- A. Jury Instructions
- B. Organizing Exhibits and Other Demonstrative Evidence
- C. Exhibit and Witness Lists
- D. Preparing Trial Binders
- E. Trial Site Preparation

## Assisting at Trial and Post-Trial Wrap-Up

### VI. **Ethics for Litigation Paralegals**

4:00 - 5:00, *Jonathan J. Schutrum*

- A. Avoiding UPL in Litigation
- B. Handling Client Files
- C. Billing and Timekeeping
- D. Ethics of Discovery and Evidence
- E. Maintaining Confidentiality

### **Event Description:**

Successfully navigating through litigation depends on the cohesiveness of the entire litigation team, with paralegals playing an integral part. Are you prepared to steer through the tasks and duties involved? This insightful course will provide you with the tools you need to effectively handle pleadings, motions, and briefs, as well as provide tips for organizing and maintaining the case. Hone your litigation skills and prove your value to your firm - register today!

- Learn tips for getting pleadings, motions, and briefs court ready.
- Discuss how to create and maintain discovery requests and responses.
- Gain valuable insight on preparing accurate and reliable deposition summaries.
- Review methods to stay on top of managing and organizing documents and case files.
- Explore ways to proficiently plan for and assist with cases that go to trial.

### **Who Should Attend:**

This **intermediate level course** will provide litigation best practices attendees can put to work immediately. Those who should attend include:

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

### **Event Bio:**

[James R. Andreen](#) is a shareholder for the law firm for Erstad & Riemer PA, where he is a trial and appellate lawyer, mainly in the areas of employment and civil rights. He is a member of the Federal, Hennepin County and Minnesota State bar associations, as well as the Minnesota Defense Lawyers Association. Mr. Andreen earned his B.A. degree from the University of Minnesota and his J.D. degree, cum laude, from Hamline University School of Law.

[Matthew T. May](#) is an attorney with Rosenblum & Reisman, Attorneys at Law, where he practices in the areas of personal injury, medical malpractice, wrongful death, car accident cases, trucking accidents, civil rights, and criminal defense. Mr. May earned his J.D. degree, magna cum laude, from the University of Memphis, Cecil C. Humphreys School of Law. He is a member of the Memphis and Tennessee bar associations.

[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.