

## **Event Title:**

Paralegals' Guide to Mastering Demand Letters

## **Event Date and Time:**

June 04, 2024 -- 02:00 PM EDT - 03:00 PM EDT

## **Event Agenda:**

*All times are shown in Eastern time.*

*2:00 - 3:00, Raeann Bromark*

- I. Checklist: Supporting Details and Documents to Gather
- II. Practical Tips for Formatting, Length, Style, and Tone
- III. How to Effectively Frame Injuries and Damages
- IV. Buzzwords and Other Tips to Drive Up Reserves and Claim Value
- V. Exhibit Pointers
- VI. Common Demand Letter Mistakes to Avoid
- VII. Sample Demand Letter Review and Critique

## **Event Description:**

Well-written demand letters will set the stage for negotiations and facilitate more favorable outcomes for your attorney and clients. This guide will reveal practical techniques and actionable insights that will impress your attorney and contribute to the firm's success in negotiating settlements. Elevate your proficiency in compiling demand packages in order to foster better outcomes - register today!

- Refer to a handy checklist to ensure you've collected all key details and documents to maximize the demand's impact.
- Hit all the right notes with tone, style, length, and formatting.
- Get tips for framing injuries and damages in an accurate and persuasive way.
- Uncover powerful buzzwords that will help trigger coverage, higher reserves, and higher settlement offers.

## **Who Should Attend:**

This **intermediate level course** is designed to help paralegals write effective demand letters. Those who should attend include:

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

## **Event Bio:**

[Raeann Bromark](#) is currently employed as an insurance defense litigation (general,

products, premises, torts, slip and falls) paralegal at Reitler Kailas & Rosenblatt LLP. She is a graduate of the Norwalk Community College paralegal program in Norwalk, Connecticut. Ms. Bromark has been in the legal field for more than 15 years, always as a paralegal with a wide variety of specialties, including real estate (commercial and residential), corporate, intellectual property (patents, trademarks, copyrights, and franchising), in addition to appellate. She has worked in both Connecticut and New York, and has been very active in the paralegal profession. Ms. Bromark is on the Legal Advisory Council, serving in the role of secretary for Norwalk Community College. She has also been involved at the national level, where she currently is on the NFPA (National Federation of Paralegal Associations) Ethics Committee and Legislative Review Committee. Ms. Bromark is a member of the Fairfield County Bar Association and co-chair of the Paralegals Committee. In addition, she is a board member with the New York City Paralegal Association, holding the following positions; policy and procedures coordinator, membership chairperson and the ESAPA representative. Ms. Bromark was presented with an honorable mention in the *Legal Assistant Today* Rookie of the Year Contest. That same year, she presented a workshop on Pro Bono at the NFPA Annual Conference in Newport, Rhode Island. Ms. Bromark has been recently featured in a contracts textbook published by Prentice Hall. She presented at the Connecticut Bar Association annual meeting on the subject of social media. Ms. Bromark also presented an Institute for Paralegal Education seminar titled "Trial Basics for Paralegals", and presented at the NYCPA CLE "Trial Bootcamp." This past year, she was one of Paralegal Gateway's "Paralegal Superstars." In addition to all of her legal affiliations, Ms. Bromark also volunteers as a court appointed guardian ad litem with CASA/CIP (Children In Placement) in Connecticut. She earned her A.S. degree from Norwalk Community College and her B.S. degree from Mt. Ida College.