

Event Title:

Top 8 Things Construction Paralegals Must Know

Event Date and Time:

June 12, 2024 -- 10:00 AM EDT - 05:00 PM EDT

Event Agenda:

All times are shown in Eastern time.

- I. **The Procurement/Bidding Process and Documents**
10:00 - 10:45, John J. Lavin
- II. **How to Read Construction Project Plans, Drawings, Blueprints, and Specifications**
10:45 - 11:30, Y. Lisa Colon
- III. **Construction Contracts and Subcontracts 101**
11:45 - 12:45, Michael Barzee
- IV. **Identifying and Monitoring Construction Project Schedules and Deadlines**
12:45 - 1:15, Y. Lisa Colon
- V. **The Essentials of Change Orders**
1:45 - 2:15, John J. Lavin
- VI. **Mechanic's Liens: Preparation, Filing, and Releases**
2:15 - 3:00, James M. McMahon
- VII. **Tips for Organizing and Maintaining Project Files, Meeting Minutes, Correspondence, and Contracts Throughout the Project Lifecycle**
3:15 - 4:00, James M. McMahon
- VIII. **The Paralegal's Role in Construction Disputes**
4:00 - 5:00, Kerri Hall

Event Description:

Get a better understanding of your role in construction law! Our experienced faculty will show you how to gain basic mastery on eight crucial areas that construction paralegals need to be well-versed in. From the procurement process to disputes, learn the essentials of how to provide effective support to attorneys and clients. Register today!

- Walk through the procurement process and bid documents.
- Learn how to read and understand construction drawings.
- Review key elements and provisions of construction contracts.
- Examine the project impacts and legal aspects of change orders.
- Understand the requirements and procedures for filing mechanic's liens.
- Get tips for staying on top of project schedules, deadlines, and documentation.
- Know your role and ways to shine in construction disputes.

Who Should Attend:

This **basic level program** covers key areas of construction projects to which paralegals can add value. Those who should attend include:

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

Event Bio:

Michael Barzee is an attorney with Shaffer Lombardo Shurin. He has a nationwide civil litigation practice, advocating for clients on complex commercial and business disputes, construction cases, and surety matters in state and federal courts, as well as in arbitration. Mr. Barzee has vast experience doing what it takes to prepare a case for trial or arbitration, he has successfully briefed and argued numerous appeals and writes on a wide spectrum of matters before the United States Supreme Court, Missouri Supreme Court, Missouri Court of Appeals, and the Tenth Circuit Court of Appeals. Prior to joining the firm, Mr. Barzee clerked for the Honorable Anthony Rex Gabbert of the Missouri Court of Appeals. He earned his B.A. from Brigham Young University, and his J.D. from University of Missouri at Kansas City. Mr. Barzee is a member of the Missouri Bar Association, Clay County Bar Association, American Bar Association, J. Reuben Clark Law Society, and Kansas City Metropolitan Bar Association. He is admitted to practice in Missouri, Kansas, United States Supreme Court, United States District Court-Western District of Missouri, United States District Court-Eastern District of Missouri, United States District Court-District of Kansas, and the United States Court of Appeals for the Tenth Circuit.

Y. Lisa Colon is a partner at Saul Ewing Arnstein & Lehr LLP. She has two decades of construction law experience, where she represents contractors, suppliers, owners, design professionals, construction managers and sureties in public and private real estate and construction disputes. Ms. Colon is board-certified in construction law by The Florida Bar. She is certified by the Supreme Court of Florida as a circuit mediator, and as an arbitrator with the American Arbitration Association. Ms. Colon is general counsel of the National Association of Minority Contractors and sits on the executive committee. She earned her B.A. degree from the University of Miami and her J.D. degree, cum laude, from the University of Miami School of Law.

Kerri Hall is an E-Discovery Specialist/Corporate Paralegal at Cleveland Construction, Inc. She is a registered Florida Paralegal through the Florida Bar, a Certified and an Advanced Certified (Discovery and Trial Practice) through NALA-The Paralegal Association. Ms. Hall is a Florida Notary Public and Florida Remote Online Notary, and a certified specialist in E-Discovery through the Association of Certified E-Discovery Specialists (ACEDS).

John J. Lavin is founding partner of Lavin & Associates P.C. Mr. Lavin has focused his practice on construction litigation for the last ten years. Aside from being familiar with both the courtroom and alternative dispute resolution from a lawyer's standpoint, it seems he has been in training to be a construction lawyer since birth as he comes from a construction family and worked as an electrician from high school through law school. Mr. Lavin has the knowledge and experience to interpret contract provisions and provide practical guidance to see the project through while best protecting his client's interest. If it does come down to litigation, be it in the courtroom or at arbitration, his ability to present

the highly technical components of construction litigation claims in a clear, easy to understand manner, allows him to successively argue these complex cases to judges, jurors and arbitrators. He has represented clients in both private and public projects, including claims involving the Federal Government. In addition to construction law, he handles the firm's commercial litigation practice. Mr. Lavin earned his B.S. degree from King's College and his J.D. from the Quinnipiac University School of Law. He is a member of the New Jersey State Bar Association, the American Bar Association and the Morris County Bar Association. Mr. Lavin is admitted to practice in New Jersey State and Federal Courts, before the Supreme Court of the United States and the United States Court of Federal Claims.

[James M. McMahon](#) is an attorney with CCA Civil, Inc. His practice focuses on construction law and litigation. Mr. McMahon is a member of the New Jersey State, New York State and Massachusetts bar associations; New Jersey State Bar Association's Construction Law Section; Federal District Courts of New Jersey and New York; and Third Circuit Court of Appeals. He is also an active member of the New Jersey Association of General Contractors and the New Jersey Utility and Transportation Contractors Association, serving on the Association's Legislative Affairs Committee. Mr. McMahon earned his B.A. and B.S. degrees from Boston College and his J.D. degree, cum laude, from Suffolk University Law School.