

Arizona's Premiere Full-Day Paralegal Education Conference

Honoring

**The PAST, Building
our FUTURE**

40
years

The Arizona Paralegal Association Presents:

**2017 ANNUAL LEGAL
CONFERENCE**

and

**40th Anniversary
Celebration**

Friday, May 12, 2017

Arizona Biltmore Resort

Phoenix, Arizona



www.AZParalegal.org

The APA is an affiliate of
NALA, the Paralegal Association

2017 Conference Highlights:

- Excellent speakers and MORE CLASSES (Breakout Sessions)!
- 6.0 hours of CLE credit - general educational sessions
- Vendor Fair
- Networking opportunities
- Breakfast and refreshment breaks
- Networking Luncheon including special recognitions for APA's 40th Anniversary Celebration
- Downloadable/printable speaker handouts
- **New!** Discounted price for paralegals with a current NALA membership or a membership in a NALA-Affiliated Association
- **New!** 40th Anniversary Celebration Mix and Mingle Happy Hour (*appetizers and cash bar*)
- **New!** Custom APA 40th Anniversary conference bag
- **New!** Printed conference brochure
- **New!** APA and paralegal-branded merchandise available
- **MORE** door prizes and giveaways!

*The Arizona Paralegal Association is
Celebrating its 40th Anniversary!*



(1977 to 2017)

Join us at our
**40th Anniversary Celebration
Mix and Mingle Happy Hour**

(appetizers and cash bar)

following the
Annual Legal Conference

From 4:45-6:30 p.m.

The Arizona Biltmore Resort

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**Morning
Featured Speakers**



Morning Keynote Speaker:

THE HONORABLE WILLIAM J. O'NEIL

Presiding Disciplinary Judge, Arizona Supreme Court

"Compromise and Consequence"

The purpose of attorney discipline includes protecting the public from unethical or incompetent lawyers, maintaining the integrity of the profession and the administration of justice in the eyes of the public, and deterring other lawyers from engaging in unprofessional conduct.



Breakout Session Speaker:

MICHAEL F. PATTERSON

Shareholder, Polsinelli

"How Should Buzz Lightyear Deal with Cross-Border Documents in Transactions (and Disputes), Mexico, Canada, Infinity and Beyond?"

Learn the general nuts and bolts of cross-border matter issues, what are the document pitfalls, and issues to think about if you have cross-border transactions.



Breakout Session Speaker:

CAROLINE P. POLLARD

*Manager of eDiscovery Services, Ballard Spahr LLP
(Philadelphia)*

"Everything You Wanted to Know About eDiscovery But Were Afraid to Ask"

Caroline will cover eDiscovery basics, including: where data is typically stored; best practices for handling former employees' data; collection options ranging from self-collection to using third-party vendors; collecting social media and phone data; what to do with the data once you have it; processing considerations such as "to De-Dup or Not to De-Dup" and the repercussions of those decisions; developing review strategies and managing a review; data culling options; incorporating analytics into the workflow, and finally, considerations regarding productions. Caroline will also be providing handouts and forms to help you with your eDiscovery considerations.



**Afternoon Featured
Panel of Speakers**

"Arizona Forward: A Report on the Future Delivery of Legal Services in Arizona, and What's Next for Paralegals"

How will current and future changes in demographics, technology and economics in and outside of Arizona effect the delivery of legal services to the public? How will these decisions affect the paralegal profession? Join key players in Arizona's access to justice efforts in a discussion of these critical questions.



JOHN F. PHELPS

Chief Executive Officer and Director, State Bar of Arizona



**THE HONORABLE
LAWRENCE F.
WINTHROP**

Arizona Court of Appeals Division 1 and Chair of Arizona Supreme Court's Commission on Access to Justice



JEFFREY WILLIS

Senior Partner, Snell & Wilmer (Tucson), and Vice President, Board of Governors, State Bar of Arizona

6.0 hours of CLE credit provided
(CLE Certificates will be available at the conclusion of the seminar)

2017 APA
Annual Legal Conference

**Additional Afternoon
Featured Speakers**

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Breakout Session Speaker:

Neal H. Bookspan

Shareholder, Jaburg Wilk

"Handling Legal Issues Affecting Businesses and Legal Professionals"

You will learn about what happens if a vendor or customer goes out of business or files bankruptcy, why business and personal finances must be kept separate and unethical behavior by legal professionals.



Breakout Session Speaker:

Gerrie M. Springston, BSN., RN., CNCLP, LNCC, CCM

Vocational Diagnostics, Inc.

"An Introduction to Life Care Planning for Serious Personal Injury Claims"

For both plaintiff and defense, it is advantageous to know when a Life Care Plan would be helpful to your civil litigation case. Is your expert a certified life care planner? Do you know what to look for when a Life Care Plan comes across your desk? You will also be able to (1) discuss when a Life Care Plan is needed, (2) state the definition of a Life Care Plan, (3) name at least one life care planning certification; and, be able to discuss at least two keys to look for in a Life Care Plan.

**Networking Luncheon, Including Special Recognitions for
APA's 40th Anniversary**



"The Paralegal Profession: A View From the Top"

Featured Luncheon Speaker:

Jill I. Francisco, ACP

Vice President, NALA, the Association for Paralegals



2017 APA
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**Additional Afternoon
Featured Speakers**



Breakout Session Speaker:

Andrew S. Jacob

Of Counsel, Gordon & Rees

"Credentialing, Malpractice, Discipline – What Are They Good For?"

Learn about the purposes for licensure, malpractice and professional discipline and examine historical examples to show how this evolved; and, compare how regulation and ethical constraints on the professions of medicine and law differ.




Breakout Session Speaker:

Kacie Dillon

Partner, Woolston & Tarter, P.C.

"Tax Topics for Individuals"

Ms. Dillon will be presenting an overview of tax topics related to individuals including, do's and don'ts when filing your returns, tax benefits of retirement savings, tax implications upon retirement, updates in 2017, what happens if you have a tax liability and can't pay, and tax court litigation.



Venue:
**The Arizona
Biltmore Resort**
2400 E. Missouri Ave.
Phoenix, AZ 85016

The Arizona Biltmore Resort logo features a stylized 'A' with a mountain and trees, with the text 'ARIZONA BILTMORE' and 'A WALDORF ASTORIA HOTEL' below it.

Notice to APA Members:

The APA's Annual Membership Meeting and Elections will be held during the seminar luncheon, and the APA needs you! We invite you to run for a Board position or join one of our committees. To read more, [visit http://azparalegal.org/Board-of-Directors](http://azparalegal.org/Board-of-Directors)



Schedule of Events

7:30-8:30 AM	Registration, Breakfast, Vendor Fair
8:30-9:45 AM	Morning General Session Keynote Speaker: "Compromise and Consequence," by The Honorable William J. O'Neil, Presiding Disciplinary Judge, Arizona Supreme Court
9:45-10:15 AM	Mid-Morning Break, refreshments, Vendor Fair
10:15-11:30 AM	Breakout Sessions: A. "How Should Buzz Lightyear Deal with Cross-Border Documents in Transactions (and Disputes), Mexico, Canada, Infinity and Beyond?" By Michael F. Patterson, Polsinelli B. "Everything You Wanted to Know About eDiscovery But Were Afraid to Ask," by Caroline Pollard, Manager of eDiscovery Services and Senior Paralegal, Ballard Spahr LLP
11:30-12:45 PM	Networking Luncheon, Vendor prizes, 40th Anniversary recognitions, APA Elections "The Paralegal Profession: A View From the Top," by Jill I. Francisco, ACP, NALA Vice President
12:45-2:00 PM	Afternoon General Session Keynote Speakers' Panel: "Arizona Forward: A Report on the Future Delivery of Legal Services in Arizona, and What's Next for Paralegals" Panel: The Honorable Lawrence F. Winthrop, Judge of the Arizona Court of Appeals Division I; John Phelps, Chief Executive Officer and Director of State Bar of Arizona, and Jeffrey Willis, Snell & Wilmer LLP
2:00-2:15 PM	Mid-Afternoon Break, refreshments
2:15-3:20 PM	Breakout Sessions: A. "Handling Legal Issues Affecting Businesses and Legal Professionals," by Neal H. Bookspan, Jaburg Wilk B. "An Introduction to Life Care Planning for Serious Personal Injury Claims," by Gerrie M. Springston, BSN., RN., CNCLP, LNCC, CCM, Vocational Diagnostics, Inc.
3:25-4:30 PM	Breakout Sessions: A. "Credentialing, Malpractice, Discipline – What Are They Good For?," by Andrew S. Jacob, Gordon & Rees B. "Tax Topics for Individuals," by Kacie Dillon, Woolston & Tarter, P.C.
4:30-4:45 PM	Door prize drawings
4:45-6:30 PM	APA 40th Anniversary Celebration: Mix and Mingle Happy Hour

SPEAKERS' BIOGRAPHIES



The Honorable William J. O'Neil, Presiding Disciplinary Judge, Arizona Supreme Court

Judge William J. O'Neil was appointed in 2010 by the Arizona Supreme Court to serve as Arizona's first Presiding Disciplinary Judge. During the preceding 20 years, as a Superior Court Judge, he served terms in Pinal County as Presiding Judge, Associate Presiding Judge, Presiding Juvenile Judge and Presiding Civil Judge. In addition, he has served on virtually every state-wide committee involving the Court including the primary policy-making body of Arizona's Supreme Court, the Arizona Judicial Council. He has received multiple awards for his judicial work in juvenile law, domestic violence law and innovation in court reforms. The Arizona Supreme Court recognized him with the highest honor it gives, the Improving Trust and Confidence in the Court Award. He has also received The Arizona Foundation for Legal Services Mark Santana Law-Related Education Award for his exceptional contributions in furthering education and understanding of the role of the law in our democratic society. Prior to serving as Superior Court Judge for 20 years, Judge O'Neil served in private practice for 13 years. His one-person firm grew to the largest firm in Pima County. His practice was busy, rewarding and stressful. He understands the struggles of deadlines, the temptation of compromise and the danger of situational ethics. He is aware of the common frailty of being so busy one doesn't take the time to properly process information and falters ethically. He also knows the keys to avoiding such lapses.



THE HONORABLE LAWRENCE F. WINTHROP, Arizona Court of Appeals Division 1 and Chair of Arizona Supreme Court's Commission on Access to Justice

Judge Lawrence F. Winthrop was appointed to Division One of the Arizona Court of Appeals by Governor Hull in 2002. Judge Winthrop is a graduate *cum laude* of Whittier College and *magna cum laude* of California Western School of Law, and is admitted to practice in both Arizona and California. Before his appointment, Judge Winthrop was a trial lawyer with Snell & Wilmer (1977-93) and Doyle Winthrop (1993-2002). Judge Winthrop served as Chief Judge of Division One from 2011-13, and has served as a member of the Arizona Judicial Council and the Commission on Technology. He is currently chair of the Arizona Commission on Access to Justice, chair of the Supreme Court's Attorney Discipline Probable Cause Committee and former chair of the Court's Attorney Regulation Advisory Committee. In 2012, the Arizona Supreme Court recognized Judge Winthrop as its Judge of the Year for his work in civic education and in promoting state-wide access to justice. He has also received similar recognition from the Arizona Trial Lawyers' Association and the Arizona Association of Defense Counsel. In 2015, The Arizona State Bar Board of Governors named Judge Winthrop as the James A. Walsh Outstanding Jurist, which recognizes "that judge whose career exemplifies the highest standards of judicial conduct for integrity and independence . . . and who endeavors to improve the administration of justice and public understanding of, and respect for, the role of law in our society."



JOHN F. PHELPS, Chief Executive Officer and Director, State Bar of Arizona

John F. Phelps currently serves as Chief Executive Officer and Director of the State Bar of Arizona. A non-profit organization, operating under the authority of the Arizona Supreme Court, the Bar serves the public and enhances the legal profession by promoting the competency, ethics and professionalism of its 24,000 members and by enhancing the administration of justice. Before returning to Arizona to take his position with the State Bar, John served as Chief of Staff of the U.S. General Services Administration (GSA) in Washington, D.C. Prior to his service in Washington, John served as Chief Operating Officer of the Grand Canyon Chapter of the American Red Cross in Phoenix, Arizona. John also previously served as Deputy Director of the Arizona Office of Homeland Security in the Office of the Governor of Arizona. The son of a career Army officer, John served nearly 25 years in the U.S. Army. He retired from active duty as a Colonel in the Judge Advocate General's Corps in 2003. John graduated *magna cum laude* from St. John's University in Minnesota with a bachelor's degree in Government. He holds a Juris Doctorate from the University of Arizona College of Law, and Master of Laws degrees from the Judge Advocate General's School and the University of Virginia School of Law. John has been a member of the Arizona Bar since 1986.



JEFFREY WILLIS, Senior Partner, Snell & Wilmer (Tucson), and Vice President, Board of Governors, State Bar of Arizona

Jeffrey Willis is a Senior Partner in Snell & Wilmer L.L.P. Based in Tucson, he has a regional practice, and is admitted in California, Colorado, Hawaii and Nevada, as well as Arizona. Mr. Willis is a graduate of the Honors Program at Northern Arizona University, and a *cum laude* graduate of the Washington and Lee University School of Law. Before joining Snell & Wilmer in 2000, Mr. Willis was a partner at Streich Lang, P.A. in both Phoenix and Tucson. Mr. Willis has long been dedicated to access to justice. He has chaired the ABA Litigation Section's Advocacy Training Committee and Co-Chaired its Access to Justice Committee. Mr. Willis was one of the Co-Chairs of "Arizona Forward" held in April 2015 at the direction of Chief Justice Scott Bales and then ABA President William C. Hubbard. Mr. Willis is currently the first Vice President of the State Bar of Arizona and looks forward to continuing his dedication to access to justice through his leadership in the State Bar.

SPEAKERS' BIOGRAPHIES



NEAL H. BOOKSPAN, Shareholder, Jaburg Wilk

Neal helps individuals and businesses manage their legal risks. This includes a significant number of companies based or doing business in Arizona. His practice includes resolving and litigating all manner of contract-based and business related disputes from debtor/creditor issues to disputes between owners/shareholders to employment, real estate and construction related matters. He also negotiates and drafts all manner of contracts and agreements, and has served as a private mediator in both state court and bankruptcy court cases. In every representation Neal's goal is to complete the scope of work required in the most expedient and economical manner possible, with a goal to meet or exceed client expectations. This pragmatic approach to solving legal issues looks for the practical solution as full scale litigation may not be in the client's best interests. Neal graduated with honors from Drake University School of Law. He is a member of the American Bankruptcy Institute, the Turnaround Management Association and is the chair of the Technology Committee of the Arizona State Bar Bankruptcy Section. Neal is AV rated by Martindale Hubbell, and has been named a Southwest Superlawyer continuously since 2013 in business litigation, litigation, real estate, business and corporate, bankruptcy and construction litigation. Neal also blogs about legal and business issues at [businesslawguy's blog at www.businesslawguy.com](http://www.businesslawguy.com); blog posts also are shared via LinkedIn at <https://www.linkedin.com/in/NealBookspan/recent-activity/posts/>.



KACIE DILLON, Partner, Woolston & Tarter PC

Kacie Dillon represents clients in all aspects of federal and state tax controversy matters, including individual, business and gift/estate tax audits, international tax matters, captive insurance tax matters, collection matters and tax litigation. Mrs. Dillon is also experienced in procedural and litigation issues including discovery disputes, summons enforcement, lien and levy issues and attorney-client privilege issues. Mrs. Dillon has notable litigation experience for various tax matters. Most recently, Mrs. Dillon was lead counsel in the first litigated 831(b) captive insurance case tried in the United States Tax Court. Currently, Ms. Dillon represents several captive insurance companies related to IRS matters including audit defense, settlement negotiations and litigation. Ms. Dillon received her J.D., with Distinction, from University of Nebraska College of Law, and her B.A. in Accounting from Nebraska Wesleyan University. Ms. Dillon has been listed as a Southwest Super Lawyers Rising Star for 2015, 2016, and 2017. She is Chair of the Tax Section of the State Bar of Arizona, and is a volunteer at Low Income Tax Clinic, representing taxpayers in U.S. Tax Court.



ANDREW S. JACOB, Of Counsel, Gordon & Rees

Andrew S. Jacob is a member of the Commercial Litigation and Appellate practice groups in Gordon & Rees' Phoenix office. Mr. Jacob clerked for the Honorable Barry Silverman on the U.S. Ninth Circuit Court of Appeals. Prior to embarking on a second career in law, Mr. Jacob was an interventional cardiologist. In that capacity, he chaired multiple medical staff committees, actively consulted for the Health Services Advisory Group and the Arizona Medical Board, and served on the board of directors for the Scottsdale PHO. Mr. Jacob wrote several peer-reviewed medical papers, served on the editorial board of a peer review journal, and, in 2000, was recognized as Teacher of the Year at Scottsdale Healthcare Osborn. Mr. Jacob received his J.D., *magna cum laude*, from Arizona State University-Sandra Day O'Connor College of Law. He received his M.D. from Duke University medical School, and his B.A., *summa cum laude*, from University of Massachusetts.



MICHAEL F. PATTERSON, Shareholder, Polsinelli

Michael F. Patterson specializes in helping businesses resolve their legal needs cost-effectively by quickly identifying key issues, focusing the right expert resources, and executing on the plan. Mike understands his clients have a business to run successfully and that the legal side is only one of many challenges to be profitable and compete in their marketplace. A business lawyer with special expertise in securities and international issues, he sees himself as part of the client's team and tries to provide alternatives where possible understanding that at any given time in a dynamic marketplace, all legal alternatives have strategic and economic cost and benefit that the client must weigh. Mike, also known as "Miguel" as he lived and worked in Latin America for more than 10 years (Costa Rica, Leon, Mexico City), reads, writes, speaks, and negotiates in Spanish. His international experience goes far beyond Latin America – in the last two years he has assisted clients with needs in Canada, Asia, Eastern/Western Europe, the Middle East, Africa, and all over Latin America and the Caribbean. Mike received his J.D., *cum laude*, from Arizona State University-Sandra Day O'Connor College of Law, and his B.A., *cum laude*, from Arizona State University. Michael is a Graduate of a seminary and of the Instituto de Lengua Espanola in Costa Rica, and also completed the Mexican Legal Studies Program presented by the University of Houston Law Center in Mexico City.

SPEAKERS' BIOGRAPHIES



GERRIE M. SPRINGSTON, BSN, RN, CNCLP, LNCC, CCM, Vocational Diagnostics, Inc.

Following a clinical nursing career in intensive care, cardiovascular intensive care, and heart transplant care, Gerrie entered the world of legal nurse consulting and nurse case management. This experience led her to a related field - life care planning. Gerrie has been involved in life care planning for over 20 years. She has prepared life care plans for catastrophically injured adults and children with injuries that include spinal cord injury, brain injury, chronic pain, birth injuries, developmental delay, and amputation. She has worked on both plaintiff and defense cases nationwide and has testified as a life care planning expert at depositions and trials. Sharing her knowledge with others, Gerrie has assisted with mentoring nurses in life care planning and related areas and has presented to professional groups on the topic of life care planning.



Jill I. Francisco, ACP, Vice President of NALA, the Association for Paralegals

Jill I. Francisco, ACP, received her BA in Criminal Justice, (concentration in Legal Studies), from Marshall University in 1994. Mrs. Francisco is employed as a paralegal with Dinsmore & Shohl, LLP, in their Huntington, West Virginia office. She previously worked as a paralegal at Huddleston Bolen LLP, 1997 through January of 2015 when they merged with Dinsmore & Shohl, LLP. She is very active in local and national professional associations within her profession. She was Charter President of the Legal Assistants/Paralegals of Southern West Virginia 2004-2006, and has served as a member of the National Association of Legal Assistants (NALA) Professional Development Committee 2003-2006, NALA's Affiliated Associations Secretary 2006-2007. She has also served as Affiliated Associations Director 2008-2010, NALA's Treasurer 2010-2012, NALA's Secretary 2012-2014, NALA's Second Vice President (2014-2016), and is currently serving as NALA's Vice President. Jill also currently serves on the Legal Assistant Program Advisory Board for Mount West Community College, the Legal Assistant Committee of the Defense Trial Counsel of West Virginia, Crossroads United Methodist Church Childcare Board of Directors, and the Marshall University Big Green Scholarship Foundation Board of Trustees. She resides in Kenova, West Virginia, with her husband, Shawn and their son, John David.



CAROLINE P. POLLARD, Manager of eDiscovery Services, Ballard Spahr LLP (Philadelphia)

Caroline P. Pollard is the Manager of eDiscovery Services and Senior Paralegal for the Labor & Employment Group at Ballard Spahr LLP, in Philadelphia, Pennsylvania. She leads Ballard's eDiscovery Services team and is a member of the E-Discovery and Data Management Group. With more than 35 years of litigation experience, Ms. Pollard focuses her practice on the incorporation of technology into document collection, review, and production processes. She frequently consults with clients regarding the impact of electronic discovery on records retention policies. As Senior Paralegal for the Labor & Employment Group, Ms. Pollard oversees Office of Federal Contract Compliance Programs (OFCCP) audits for a variety of clients. Ms. Pollard has been a paralegal at Ballard Spahr since 1981. She has been the Litigation Support Coordinator since 1997 and the Manager of eDiscovery Services since 2016. Other positions she has held include Asbestos Paralegal, Asbestos Program Coordinator, Senior Paralegal (large case management), Senior Paralegal (affirmative action) and Litigation Support. Ms. Pollard is a member of the Steering Committee for the Philadelphia Area Relativity Users Group, the Relativity Law Firm Board and Women in eDiscovery. Ms. Pollard received Certification in the Kroll Ontrack E-Discovery Certification Course in 2004. She is a graduate of Boston University College of Communications (B.S. 1979) and received a Certificate from the Philadelphia Institute for Paralegal Training in 1981. Ms. Pollard was recently featured at Relativity Fest 2016.

Arizona Paralegal Association's Paperless Seminar

The APA has gone green! All speaker handouts will be available prior to the Seminar (a link will be emailed to all registrants). Download the materials to your device or print, and we'll see you at the Seminar!

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**2017 ANNUAL
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REGISTER ONLINE TODAY:

<http://azparalegal.org/event-2368448>

Deadline to Register: Friday, May 5, 2017

CONFERENCE PRICES:

APA Member*	\$100
NEW! NALA Member, or Member of NALA-Affiliated Association*	\$120
Non-Member*	\$200
APA Student Member* (w/ current student ID)	\$ 75
Student Non-Member* (w/ current student ID)	\$100
Vendor (luncheon only)	\$ 60

We accept PayPal or Check

**Prices above are per person and include entrance to full seminar, breakfast, Vendor Fair, breaks and luncheon, and access to online seminar materials.*



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president@azparalegal.org
602-798-5426

For questions or registration issues:

Irene Winterburn, CP
president@azparalegal.org
602-798-5426

Cancellation Policy: The registration fee, less a \$35 enrollment charge, will be refunded upon written cancellation notice received up to seven (7) days before the seminar. Due to financial obligations incurred by APA, no refund will be issued on cancellations received within seven (7) days of the seminar date.

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