



## **2018 Fall Continuing Legal Education Seminar for Paralegals and Legal Professionals**

Pending approval by the OSBA for 3.0 Paralegal CLE hours  
including 1.0 hour of Ethics

**Monday, October 29, 2018**

12:30 pm to 4:30 pm

**\*\*Register online by Thursday, October 25, 2018\*\***

Taft Center at Fountain Square  
U.S. Bank Tower  
425 Walnut Street, Second Floor

*Sponsored by:*

**Cincinnati Paralegal Association**

[www.cincinnati-paralegals.org](http://www.cincinnati-paralegals.org)

**2018 CONTINUING LEGAL EDUCATION SEMINAR FOR  
PARALEGALS AND LEGAL PROFESSIONALS**

**AGENDA**

**Monday, October 29, 2018**

|                 |  |
|-----------------|--|
| 12:30 – 1:00 pm | Registration / Mingle with Vendors   |
| 1:00 – 2:00 pm  | SESSION 1<br><b>How to Make Yourself More Valuable to Your Firm</b><br>Presented by Erin Rhinehart       |
| 2:00– 2:15 pm   | Break / Mingle with Vendors  |
| 2:15 – 3:15 pm  | SESSION 2<br><b>E-Discovery 101 – What They’re Saying</b><br>Presented by Rich Smith                     |
| 3:15 – 3:30 pm  | Break / Mingle with Vendors  |
| 3:30 – 4:30 pm  | SESSION 3<br><b>Ethical Dilemmas in the Paralegal Field – and in life!</b><br>Presented by George Jonson |
| 4:30 pm         | Raffle drawings  |

## **COURSE DESCRIPTIONS & SPEAKERS**

### **SESSION 1**

#### **How to Make Yourself More Valuable to Your Firm**

##### **Program Description**

Do you want to increase your level of professionalism and exceed expectations? This session will provide practical pointers for cementing and enhancing your value. Apply tips and techniques to free up time for your attorney and help them meet and exceed firm goals.

##### **Course Content**

- Exceeding Your Job Expectations
- Balance Your Time
- Tips and Tricks to Make You More Productive and Efficient
- Enhancing Your Writing and Communication Skills
- Staying Up-to-Date with Law Changes
- Uncovering Ways to Save Your Firm or Department Money
- Utilizing Social Media
- Getting Involved in Professional Organizations

##### **ERIN E. RHINEHART**



Erin is a partner at Faruki Ireland Cox Rhinehart & Dusing PLL. She leads the firm's media and communications practice, which includes First Amendment issues, online & traditional defamation, public records, trademark, copyright, trade secrets, open courts, branding, advertising law, social media, and certain privacy issues. She also represents clients in a variety of state and federal consumer and mass tort class action lawsuits. The remainder of her practice includes assisting clients as they navigate various contract issues. Erin is the Executive Editor of the Litigation Section for the American Bar Association, the Chair of the Media Law Committee for the Ohio State Bar Association, Board Member of the Ohio Women's Bar Association and Chapter President of the Dayton Chapter of the Federal Bar Association. Erin was also listed in Benchmark's 40 & Under Hot List, which honors the achievements of the nation's most accomplished legal partners forty or younger.

## SESSION 2

### eDiscovery 101 (What They're Saying)

#### Program Description

We've all heard the term "eDiscovery" but does it really mean? And how is it best utilized? Is it something that would be beneficial for some of your cases? Join us for an eDiscovery presentation to learn the ins and outs of eDiscovery and how it could possibly help your company or firm.

#### Course Content

- History of eDiscovery
- What exactly is it?
- How Lawyers and clients can benefit!
- How it grows revenue and talent for law firms.
- Tools that help you become better litigators!
- The future of the industry
- Knowing how to have your client invest in technology.

#### RICH SMITH



Rich Smith is a Senior eDiscovery Consultant for Page One Legal. Rich has over 5 years' experience in the legal technology arena and services Cincinnati, Louisville, Lexington, and Indianapolis. Rich often speaks to organizations and law firms regarding the constantly evolving world of eDiscovery and what's working and what's not in the industry. Rich's email is: [rsmith@pageonelegal.com](mailto:rsmith@pageonelegal.com)

## SESSION 3

### Ethical Dilemmas in the Paralegal Field – and in life!

#### Program Description

Administrative mistakes head the list of top reasons for legal malpractice claims. Are you taking the proper precautions? Get an update on the rules and hear an experienced faculty share their proven best practices for protecting your and your attorney's reputation - in and outside of the law office. Register today!

- Analyze and interpret the rules most relevant in administrative error cases.
- Adopt impeccable habits to prevent missing key dates and deadlines.
- Learn what inadvertent mistakes often result in "misuse of client funds" claims.
- Avoid common clerical errors, lost files or misplaced documents.

#### Course Content

- Ethics Rules Implicated Most Often by Administrative Errors
- Failure to Complete Work by Deadline
- Mistakes in Preparation and Filing of Documents (With Deadlines and Without)
- Maintaining Files and Recordkeeping
- Clerical Errors, Lost Files or Misplaced Documents
- Failure to Take Proper Precautions with Trust Accounts
- When is the Error Egregious Enough to Get Your Attorney Sued or Sanctioned?
- UPL – Handling legal questions from friends and family

#### GEORGE JONSON



George Jonson is a partner at Montgomery Rennie Jonson. He represents individuals and businesses in a wide range of civil litigation. He defends lawyers in professional liability claims; represents attorneys and judges in disciplinary proceedings; and advocates for candidates seeking admission to the Ohio bar in character and fitness proceedings. George also defends Ohio state court judges in a variety of civil matters and provides ethics advice to lawyers and judges. In 2014, the Ohio State Bar Association honored George with the Eugene R. Weir Award for Ethics and Professionalism. For more than 20 years, he has served as a member of the Cincinnati Bar Association's Ethics & Professional Responsibility Committee and Fee Arbitration Committee. George speaks regularly on ethics, professional responsibility, and legal malpractice prevention.