

TRICKS OF THE TRADE

**Thursday,
Oct. 15 &
Thursday,
Oct. 22,
2020**

Online
Seminar
via Zoom



Missouri Association of Trial Attorneys
Paralegal and Legal Staff Seminar

Please join us for the
Second Annual MATA
Paralegal and Legal Staff Seminar

TRICKS OF THE TRADE

Register Online

[Day One](#)

[Day Two](#)

**The seminar is free for MATA
Paralegal/Legal Staff Members.**

PROGRAM CHAIRS

Amber Darr
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The seminar will be held online using the Zoom platform and
you must register in advance for the live version.

If you are unable to attend on Oct. 15 and/or 22, we will record the sessions and
make them available so you can watch at any time.

Please email sara@matanet.org or call if you have any questions- 573-635-5215.

ABRACADABRA - NEW TECHNIQUES IN TRIAL STRATEGY

Kimberly Camarena, Finney Injury Law, Legal Assistant

Sara Balsitis, Schlappizzi Attorneys at Law, Paralegal

9:05 - 9:35 a.m.

Across Missouri, new strategies in jury trials are being used by MATA firms. Learn about some of the latest efforts from the paralegals in the courtroom.

MISCHIEF MANAGED- UPDATE ON THE LAW

Elizabeth Lenivy, The Simon Law Firm, Attorney

9:40 - 10:40 a.m.

New decisions on court cases affecting your firm are handed down from the Missouri Appellate Courts and the Supreme Court on a regular basis. Learn about some of the cases that have the greatest likelihood of affecting your firms' clients and cases.

DISAPPEARING ACTS - TECHNOLOGY OPTIONS

Todd Hendrickson, Hendrickson Law, Attorney

10:50 - 11:20 a.m.

It seems that as soon as you have mastered a particular computer program or app, a new one comes out. Learn about the latest options for case management and trial preparation and other tech tips from Todd Hendrickson who is a frequent speaker at MATA events on this topic.

NO CRYSTAL BALL NEEDED - MANAGING CLIENT BENEFITS

Tara Kirsten King, SWMW Law, Associate Attorney

11:25 - 11:55 a.m.

Managing client benefits continues to be an important aspect of handling cases in your office. Learn about the latest challenges in managing client benefits and some tips on how to make your life a little bit easier.

**Thursday,
Oct. 15**

9 a.m. - 12 p.m.





CASTING YOUR SPELL- BE A CRITICAL PART OF YOUR TEAM

Teri Appelbaum, Padberg, Corrigan & Appelbaum, Partner
Angela Louis, The Simon Law Firm, Director of Administration
9:05 - 10:05 a.m.

Teri Appelbaum is a member of MATA's Board of Governors and a Co-Chair of the Amicus Curiae Committee. Before all of that happened, she was a paralegal and she will be sharing tips on how to read the mind of your boss. OK, not really, but she will provide some insight on how you can improve your working relationships. Angela Louis manages a large plaintiff's firm and also teaches paralegal classes. She will lay out some strategies on ways you can provide more value to your office.

**Thursday,
Oct. 22**

9 a.m. - 12 p.m.

NEW COMMUNICATION STRATEGIES

Tracy Dougan, Placzek, Winget & Placzek, Paralegal
10:10 - 10:50 a.m.

Think about the dozen (or dozens) of people you talk to each day. Whether it is an attorney in your office, a coworker, a client, a doctor's office, a clerk for a Judge or even the FedEx delivery person, you are communicating with all of them. What are the best ways to communicate with different people and how do you tackle the ones who are more of a challenge? Tracy promises to show you how to sprinkle some humor into your daily communications and make the most out of your interactions.

CARD TRICKS - GROUP DISCUSSION

11- 11:45 a.m.

We will end the day with a question-and-answer session in breakout rooms. Expect to learn and share about office management, technology, medical records, client communication, focus groups and more! If you have an idea for a specific topic- please contact Alesia Emison (alesia@lelaw.com).