



# HOUSTON PARALEGAL ASSOCIATION

*An Affiliate of the National Association of Legal Assistants, Inc.*

*Invites you to attend our  
Twelfth Annual Spring Continuing  
Legal Education Conference*



# ***CLE and Seashells by the Seashore***

***2015 HPA PARALEGAL CONFERENCE***

*New this year: CLA/CP Exam Review Track*

**Friday, April 24, 2015  
Hotel Galvez  
Galveston, Texas**



**NALA and TBLIS Approval Pending**

## Hotel Accommodations, Parking and Directions



The seminar will be held at Hotel Galvez, a Wyndham historic hotel in Galveston, Texas. A limited number of discounted rooms have been reserved at a CLE special group rate of \$140 for Thursday night, until March 28, 2015. To obtain the discount, please contact the hotel directly at 409-765-7721. If arriving on Thursday night, complimentary parking is located behind the hotel and will require a code. Complimentary parking on Friday is located behind the hotel (a gate code is not required). Valet parking is available on Friday.

For directions and additional hotel information, please visit [www.hotelgalvez.com](http://www.hotelgalvez.com).



### **Join us on Thursday at our Welcome Social**

**When:** Thursday, April 23, 2015  
**Place:** East Parlor  
Hotel Galvez  
**Time:** 6:00 pm - 7:30 pm

### Become a Member of HPA

Please consider membership with Houston Paralegal Association. As a member, you will enjoy the benefits of networking, access to our job bank, qualify for member discounts on continuing education, and enjoy our social events. To join as an Active Member, attorney signature is required for authentication. Membership Fees: Active - \$35; Associate - \$25.



To join, please complete the required Membership Application portion of the conference registration form for the 2015 Paralegal Conference: *CLE and Seashells by the Seashore*.

Make your check payable to Houston Paralegal Association and mail completed registration form and payment to: Linda Carrette, Strasburger & Price LLP, 909 Fannin St., Suite 2300, Houston, TX 77010-1036, or pay online via PayPal or by credit card, at [www.hpatx.us](http://www.hpatx.us)



## **Conference Agenda**

[Topic descriptions and speaker biographies are located at the end of the brochure]

- 7:45 – 8:30** Registration and Continental Breakfast (First Floor – West Promenade and West Parlor)
- 8:00 – 4:00** Exhibitors Hall Open (Music Hall Ballroom, West Promenade and West Parlor)
- 8:30 – 9:30** **Disbarring Your Boss and Other Ethical Issues Involving Your Signature**  
*Michael J. Durrschmidt, Esq., Hirsch & Westheimer, PC, Houston, TX*
- 9:30 – 10:30** **It's Time to Get Paid: Practice Tips for Substantiating Reasonable Attorney's Fees**  
*Frank O. Carroll, III, Esq., Roberts Markel Weinberg Butler Hailey PC, Houston, TX*
- 10:30 – 11:00** Mid-Morning Break (*exhibitor tables open*)
- 11:00 - 12:00** **Track 1** (*Music Hall*)  
**Texas HOA Law Highlights:  
FAQs About Homeowners Associations  
in Subdivisions & Condos**  
*Rick Barker, Esq.  
Roberts Markel Weinberg Butler Hailey PC  
Houston, TX*
- Track 2** (*East Parlor*)  
**What EVERY Paralegal Must Know  
About Bankruptcy**  
*June Mann, Esq  
David DeSoto, Esq.  
Mann Law Firm PLLC  
Houston, TX*
- 12:00 – 1:15** **Luncheon**
- Track 1** (*Music Hall*)
- Track 2 - CP Exam Review Course** (*East Parlor*)
- 1:15 – 2:15** **Social Media, Smart Phones, & Cellular  
Providers - How to get Evidence In**  
*David Chaumette, Esq.  
Chaumette, PLLC  
Houston, TX*
- Essentials of Legal Writing**  
*Linda Carrette, MBA, CP, TBLS-BCP  
Stephanie Rodriguez, ACP, TBLS-BCP  
Houston, TX*
- 2:15 – 3:15** **Corrections or Rehabilitation in the  
Criminal Justice System**  
*The Honorable Denise Bradley  
262nd Criminal District Court Judge  
Houston, TX*
- Develop Your Judgment & Analytical Ability Skills**  
*Ruth S. Conley, ACP  
Carla Valenzuela, CP  
Houston, TX*
- 3:15 – 3:35** Mid-Afternoon Break (*exhibitor tables open and refreshments*)
- 3:35 – 4:35** **E-Discovery Project Management**  
*Patti Zerwas, Haynes Boone LLP  
Joni Miller, Alix Partners LLP  
Chad Schwarz, Alix Partners LLP  
Dawn Radcliffe, TransCanada Pipelines Ltd.  
Dallas and Houston, TX*
- Legal Research: The Tools May Have Changed,  
But the Game Remains the Same**  
*Linda Carrette, MBA, CP, TBLS-BCP  
Montye Holmes, CP  
Houston, TX*
- 4:35** Bingo Grand Prize Presentation. Must be present to win.
- 4:45 – 6:30** Sunset Social (cash bar and complimentary appetizers)



This advanced, full-day seminar is taught by attorneys and professionals in the legal industry, is specifically designed for paralegals and other legal professionals, and includes time for your questions. Fees include a continental breakfast, lunch, afternoon snack and course materials.

**Mail Registration Deadline: April 17, 2015. All registration forms post-marked after April 17, 2015, will incur a \$10 late fee.**

**Registration Fees: HPA members- \$90 and Non-members - \$125.** A full day of attendance is required for 6.0 hours CLE credit, and includes at least 1.0 hour of ethics (approval pending by TBLS and NALA).

Registration Form

**REGISTRATION DEADLINE Is Friday, April 17, 2015**



**REGISTRATION FEES:**  
\$90 for HPA members  
\$125 for non-members  
\$50 for students

**EARLY BIRD REGISTRATION:** if received by Mar. 27, 2015  
\$75 for HPA members  
\$110 for non-members

A late fee of \$10 will be assessed on all forms post-marked after April 17, 2015.

Walk-ins the morning of the Seminar will be accepted upon payment of late fees, providing space and materials are available.

Your registration fee includes course materials in electronic format (including speaker biographies and hand-outs), continental breakfast, lunch, afternoon snack, and entry to Thursday's Welcome Social and Friday's Sunset Social.

Name \_\_\_\_\_

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I plan to attend \_\_\_\_\_ Thursday's Welcome Social

I plan to attend \_\_\_\_\_ Friday's Sunset Social

**Membership Option to Join HPA**

**ATTENTION NON-MEMBERS:** If you are not a member of HPA, you may join HPA when you register for the CLE conference at no additional cost. Please complete the information below and pay a fee of \$125 (\$90 for seminar + \$35 membership dues). **NOTE: An Attorney's signature is required to verify employment for all Active Memberships.**

Attorney Name [Printed] \_\_\_\_\_ Bar No. \_\_\_\_\_

Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO REGISTER,** make your check payable to: **Houston Paralegal Association** and mail completed registration form and payment to: **Linda Carrette, Strasburger & Price LLP, 909 Fannin St., Suite 2300, Houston, TX 77010-1036.** For questions, contact HPA at [admin@hpatx.us](mailto:admin@hpatx.us). Or, pay online via PayPal or by credit card, at [www.hpatx.us](http://www.hpatx.us).

**CANCELLATION AND REFUND POLICY:** Registrants who find that they cannot attend and would like a refund must send their request in writing **before April 17, 2015.** Tuition fee refunds (less \$35 pre-paid luncheon fee) are granted, if received in writing by April 17, 2015. Please email your requests to [admin@hpatx.us](mailto:admin@hpatx.us).



## ***Meet Our Speakers***

**Michael J. Durrschmidt** is an attorney at Hirsch & Westheimer, PC. Mike graduated *cum laude* from South Texas College of Law and served on the editorial board for the South Texas Law Journal. He practices primarily in the areas of creditors' rights, bankruptcy, and banking, representing lenders, suppliers, landlords, and lessors in cases related to workouts, debt restructures bankruptcy, state and federal collection, real and personal property foreclosures, and repossessions. In 2014, he was named a 2014 Super Lawyer in the areas of Bankruptcy and Workouts and is a member of The College of the State Bar of Texas.

**Frank O. Carroll, III** is a trial and appellate attorney at Roberts Markel Weinberg Butler Hailey PC representing individuals and corporations in a variety of legal disputes ranging from catastrophic injury to complex commercial litigation. He completed his undergraduate studies at The University of California at San Diego and earned his Juris Doctor from the University of Houston Law Center. He is the Editor-In-Chief of TexAppBlog.com, an appellate law blog for non-appellate lawyers, and coaches moot court and mock trial at the University of Houston Law Center.

**Rick Barker** is an associate at Roberts Markel Weinberg Butler Hailey PC working in the transactional section on a variety of corporate and real estate matters. He earned a B.A. in Mathematics from the University of Houston Clear Lake and graduated *cum laude* from the University of Houston Law Center, where he served as the Executive Director of the Houston Business and Tax Law Journal.

**June Mann** is a Partner at Mann Law Firm PLLC and focuses her practice on various aspects of bankruptcy litigation, representing creditors, debtors, and trustees in Chapter 7, 11 and 13 cases. She received a B.S. from the University of Texas and her Juris Doctor from the University of Houston Law Center. June also serves as a mediator in civil cases involving an expansive assortment of issues.

**David DeSoto** is a senior associate in the Houston, Texas office of Mann Law Firm PLLC and his practice focuses on various aspects of state and federal litigation, representing individuals and institutions in collection matters and bankruptcy cases. He received a B.A. in History from the University of Texas San Antonio and his Juris Doctor from the Texas Tech University School of Law. He also serves as a volunteer mediator with the Houston Dispute Resolution Center.

**David Chaumette** is an attorney at Chaumette PLLC practicing in the areas of oil and gas, securities, software licensing, and employment-related disputes for corporations in numerous industries across the United States. He holds degrees in aerospace engineering from Princeton University and Stanford University and his law degree from The University of Chicago Law School.

**Honorable Denise Bradley** was elected to preside over the 262nd District Court in 2010. She started as an Assistant District Attorney in Harris County in 1986, where she also worked as the gang prosecutor and was assigned to the Major Offenders Division. Judge Bradley first became involved with the STAR Drug Court program as a prosecutor.

**Patti Zerwas** is Legal Services Coordinator at the Houston office of Haynes and Boone LLP. She has 13 years of experience in E-Discovery consulting and project management in the litigation technology industry. She previously served as Vice-President of Consulting Services for C2 Legal and holds certifications in LexisNexis Concordance, Clearwell Systems software and Lateral Data Viewpoint.

**Joni Miller** is a Director in Alix Partners' Information Management Services. She specializes in electronic discovery and has focused principally on the application of analytic and technology-assisted-review-based software and work flows. She has more than 20 years of experience in the legal industry. She is a Relativity Certified Sales Professional and a member of Sedona Conference Working Group 1: Electronic Document Retention and Production.

**Chad Schwarz** is a Vice President at the Dallas office of Alix Partners. He consults with clients regarding complex e-discovery and litigation. He earned a B.S. from Southern Methodist University and his Juris Doctor from South Texas College of Law.

**Dawn Radcliffe** is the Discovery Manager at TransCanada Pipelines Ltd. in Houston. She works with both Canadian and U.S. attorneys assisting with eDiscovery, drafting and implementing legal holds, managing collections and processing, and managing the technologies used for these processes. Dawn received a paralegal certificate in 1993 from Center for Advanced Legal Studies.



## ***Meet Our Speakers***

### **CERTIFIED PARALEGAL EXAM REVIEW CLASS FACULTY:**

**Linda Carrette, MBA, CP, TBLS-BCP** is a litigation paralegal with Strasburger & Price, LLP. She has a BBA in Business Management, a Masters in Business Administration, and earned her CP designation in 1990. In addition, Linda is board certified in Civil Trial Law by the Texas Board of Legal Specialization. She is a graduate of NALA's 2008-2009 LEAP class. Linda has served on the advisory board of Center for Advanced Legal Studies since 1989, and has taught Legal Research and Writing at the Center.

**Ruth Conley, ACP** is a litigation paralegal with Andrews Kurth LLP. She has a BS in Communications. Ruth earned her CP designation in 1993 and ACPs in Discovery (2011) and in E-Discovery (2015). She is a graduate of NALA's 2007-2008 inaugural LEAP class. Ruth served on NALA's Continuing Education Council from 2008-2011 and served as Director for Region IV on NALA's Board of Directors from 2011-2013. Since 2005, Ruth has served on the Paralegal Advisory Committee of San Jacinto College.

**Montye Holmes, CP** is a litigation paralegal with Hirsch & Westheimer, P.C. Montye is a graduate of the inaugural 2005-2006 Paralegal Certificate Program at Rice University, but has worked in the legal field since 1976. Montye is President-Elect of the Houston Paralegal Association, a member of the Paralegal Division of the State Bar of Texas, and a member of the National Association of Legal Assistants and Paralegals.

**Stephanie Rodriguez, ACP, TBLS-BCP** is a litigation legal assistant/paralegal with Brown Sims. She earned her paralegal certificate from an ABA approved paralegal program in 2002. Stephanie earned her CP designation in 2013 and received her ACP designation in Trial Practice in 2014. Recently, Stephanie became board certified in Civil Trial Law by the Texas Board of Legal Specialization.

**Carla Valenzuela, CP** is a paralegal with Chevron Corporation in Houston, Texas, supporting Enterprise Litigation. She contributes over 18 years of law firm and in-house experience, with an emphasis in energy litigation. Carla earned the CP designation in 2008 and holds a Bachelor's degree in Latin American Studies and Political Science from the University of Texas. Since 2010, she has taught webinar courses with NALA Campus Live!, as well as CLA/CP Exam preparation courses with HPA.

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Established in 1976, the Certified Paralegal (then known as the CLA - Certified Legal Assistant) program has enabled the paralegal profession to develop a strong and responsive self-regulatory program offering a nationwide credential for paralegals. The Certified Paralegal program establishes and serves as a:

- National professional standard for paralegals.
- Means of identifying those who have reached this standard.
- Credentialing program responsive to the needs of paralegals and responsive to the fact that this form of self-regulation is necessary to strengthen and expand development of this career field.
- Positive, ongoing, voluntary program to encourage the growth of the paralegal profession, attesting to and encouraging a high level of achievement.

As of November 2014, there are 18,151 Certified Paralegals and over 3200 Advanced Certified Paralegals in the United States

The NALA Certified Paralegal examination is divided into five sections. Examinees are asked to demonstrate knowledge by responding to true/false, multiple choice and matching questions requiring knowledge of the subject and reading comprehension skills. Analytical skills are further tested by an essay question on the Judgment and Analytical Ability section. Any form of test question (true/false, multiple choice, essay) may be used at any time on the Certified Paralegal examination.

Sections of the examination are:

Communications

Ethics Legal Research

Judgment & Analytical Ability

Substantive Law

- American Legal System
- Civil Litigation
- Contracts
- Business Organizations

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***Exhibitors and Sponsors***

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***For more information about Houston Paralegal Association, please visit our website at  
[www.hpatx.us](http://www.hpatx.us).***

***Conference Speaker Committee:***

**Kimberly Henry, CLE Chair   Montye Holmes, CP, Conference Chair  
Nichole Moore   Carla Valenzuela, CP   Linda Carrette, CP, TBLS-BCP  
Mary Shiloh, TBLS-BCP   Patti Burns   Ruth Conley, ACP  
Gina Holder, Exhibitor Chair**

***We look forward  
to seeing you in Galveston***