

2009 Paralegal/Legal Assistant Section Annual Meeting

Friday, September 18, 2009

Hyatt Regency Dearborn

600 Town Center Drive, Dearborn, MI 48126

Agenda

- 1:30 p.m. - 2:30 p.m. Lunch**
- 2:30 p.m. - 3:00 p.m. Business Meeting/Awards**
- 3:00 p.m. - 4:30 p.m. Practical Techniques for the 21st Century, *Suzanne K. Schultz***

Today's law offices are fast paced environments where paralegals are expected to work efficiently and independently. The Internet brings a vast array of information into the office without much instruction about how best to use it. This year we are pleased to present a seminar that highlights Internet resources for paralegals in most specialty areas with information that is relevant whether you are a novice or experienced paralegal.



Suzanne K. Schultz

About our Presenter: Suzanne K. Schultz has been a paralegal since 1983. She is currently at Miller, Canfield, Paddock and Stone, PLC,. She has worked in the firm's Intellectual Property, Commercial Litigation and Dispute Resolution Practice Groups. She has extensive experience in all aspects of commercial litigation in areas of contracts, real estate and land use, professional malpractice, securities, mortgage and banking, general counsel engagements, creditor rights, and intellectual property, litigation management, investigation and trial practice. Currently she is the office manager in the firm's Ann Arbor office.

Suzanne is best known for Practical Techniques for Legal Assistants a full day continuing education seminar presented all over the country. In recent years she has focused on teaching Internet usage in the law, advanced legal research and computer assisted legal research in the ABA approved programs at Oakland University and Henry Ford Community College.

For further information, please contact Nicole M. Cook at (517) 896-1016 or hba1977@yahoo.com

STATE BAR OF MICHIGAN | PARALEGAL/LEGAL ASSISTANT SECTION

LA #: _____

Name: _____

Your Firm/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____

Enclosed is check # _____ For \$ _____

Please make check payable to: STATE BAR OF MICHIGAN

Please bill my: Visa MasterCard

Card #: _____

Expiration Date: _____

Please print name as it appears on credit card:

Authorized Signature: _____

Please advise of any special needs: _____

Registration
September 18, 2009
 Section Annual Meeting

**Complete and return with the
 SBM Annual Meeting Registration
 form on the next page.**

Cost for this event: \$35
 (Includes lunch)

Registration deadline is September 1, 2009.

CANCELLATIONS: Cancellation requests must be made in writing to the State Bar of Michigan before August 31, 2009 for a full refund. After August 31 a \$25 fee applies. No refunds will be made after September 4, 2009.

<p>Mail your check and completed registration form to: State Bar of Michigan Attn: Seminar Registration Michael Franck Building 306 Townsend Street Lansing, MI 48933</p>	<p>Fax back (ONLY if paying by credit card) the completed form and credit card information to: Attn: Seminar Registration at (517) 346-6365</p>
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Register me for the following FREE Annual Meeting Events:

SECTION AND ANCILLARY GROUP MEETINGS	TIMES
WEDNESDAY, SEPTEMBER 16, 2009	
<input type="radio"/> ADMINISTRATIVE LAW SECTION BUSINESS MEETING & PROGRAM	1:00PM-4:00PM
<input type="radio"/> ENVIRONMENTAL LAW SECTION BUSINESS MEETING & PROGRAM	2:00PM-5:00PM
<input type="radio"/> LAW PRACTICE MANAGEMENT SECTION BUSINESS MEETING & PROGRAM	12:00PM-4:30PM
<input type="radio"/> REAL PROPERTY LAW SECTION COUNCIL MEETING & LUNCH	12:00PM-2:00PM
<input type="radio"/> SENIOR LAWYERS SECTION BUSINESS MEETING	1:00PM-2:00PM

THURSDAY, SEPTEMBER 17, 2009

<input type="radio"/> STARTING A LAW PRACTICE--HANGING OUT YOUR SHINGLE	7:30AM-9:00AM
<input type="radio"/> AMERICAN INDIAN LAW SECTION BUSINESS MEETING & PROGRAM	1:00PM-4:00PM
<input type="radio"/> APPELLATE PRACTICE SECTION BUSINESS MEETING & PROGRAM	2:00PM-5:00PM
<input type="radio"/> CONSTITUTIONAL RIGHT TO DEFENSE PROGRAM	3:00PM-5:00PM
<input type="radio"/> CONSUMER LAW SECTION BUSINESS MEETING & PROGRAM	2:00PM-4:00PM
<input type="radio"/> GENERAL PRACTICE SECTION BUSINESS MEETING	2:00PM-3:00PM
<input type="radio"/> FAMILY LAW SECTION BUSINESS MEETING & PROGRAM	9:00AM-11:30AM
<input type="radio"/> INFORMATION TECHNOLOGY LAW SECTION BUSINESS MEETING & PROGRAM	2:00PM-4:00PM
<input type="radio"/> INSURANCE & INDEMNITY LAW SECTION BUSINESS MEETING & PROGRAM	10:00AM-11:30AM
<input type="radio"/> INTERNATIONAL LAW SECTION BUSINESS MEETING & PROGRAM	8:30AM-12:00PM
<input type="radio"/> LABOR & EMPLOYMENT LAW SECTION BUSINESS MEETING & PROGRAM	2:00PM-5:00PM
<input type="radio"/> LITIGATION SECTION BUSINESS MEETING	9:30AM-11:30AM
<input type="radio"/> MICHIGAN RETIRED JUDGES ASSOCIATION BUSINESS MEETING	2:00PM-4:00PM
<input type="radio"/> REPRESENTATIVE ASSEMBLY BUSINESS MEETING	9:30AM-5:00PM
<input type="radio"/> TAXATION SECTION BUSINESS MEETING, PROGRAM & DINNER*	2:30PM-7:30PM
*ADDITIONAL REGISTRATION REQUIRED AT WWW.MICHBAR.ORG/TAX/NEWS.CFM	
<input type="radio"/> YOUNG LAWYERS SECTION BUSINESS MEETING	9:00AM-11:30AM

FRIDAY, SEPTEMBER 18, 2009

<input type="radio"/> STARTING A LAW PRACTICE--HANGING OUT YOUR SHINGLE (REPEAT SESSION)	7:30AM-9:00AM
<input type="radio"/> ANIMAL LAW SECTION BUSINESS MEETING	1:30PM-4:00PM
<input type="radio"/> ANTITRUST, FRANCHISING AND TRADE REGULATION SECTION BUSINESS MEETING	10:00AM-11:00AM
<input type="radio"/> AVIATION LAW SECTION BUSINESS MEETING	2:00PM-4:00PM
<input type="radio"/> CHILDREN'S LAW SECTION BUSINESS MEETING & PROGRAM	10:00AM-12:00PM
<input type="radio"/> CRIMINAL LAW SECTION BUSINESS MEETING & PROGRAM	9:00AM-12:00PM
<input type="radio"/> MICHIGAN DISTRICT JUDGES ASSOCIATION	1:30PM-3:30PM
<input type="radio"/> JUSTICE INITIATIVES OPEN HOUSE	2:00PM-4:00PM
<input type="radio"/> LAW STUDENT SECTION BUSINESS MEETING	10:00AM-12:00PM
<input type="radio"/> MICHIGAN ASSOCIATION OF BAR EXECUTIVES BUSINESS MEETING	9:00AM-12:00PM
<input type="radio"/> MICHIGAN LAWYERS AUXILIARY BUSINESS MEETING	9:00AM-12:00PM
<input type="radio"/> NEGLIGENCE LAW SECTION BUSINESS MEETING & PROGRAM	9:00AM-11:00AM
<input type="radio"/> PARALEGAL & LEGAL ASSISTANTS SECTION LUNCH,* BUSINESS MEETING & PROGRAM	1:30PM-4:30 PM

*COMPLETE AND RETURN WITH REGISTRATION FORM AT LEFT.

Register me for the Solo & Small Firm Institute:

(Includes materials on CD-ROM. Register for printed handbook and meals separately.)

DATES	INSTITUTE FEES
BOTH DAYS 09/17-18/09	<input type="radio"/> \$145 EARLY BIRD* <input type="radio"/> \$195 REGULAR
THURSDAY ONLY 09/17/09	<input type="radio"/> \$80 EARLY BIRD* <input type="radio"/> \$105 REGULAR
FRIDAY ONLY 09/18/09	<input type="radio"/> \$80 EARLY BIRD* <input type="radio"/> \$105 REGULAR

THURSDAY, SEPTEMBER 17, 2009

STARTING A LAW PRACTICE SESSION FREE

FRIDAY, SEPTEMBER 18, 2009

STARTING A LAW PRACTICE REPEAT SESSION FREE

Attending AND want the printed handbook?

PRINTED HANDBOOK TITLE	PRINTED HANDBOOK FEE
2009 SOLO & SMALL FIRM INSTITUTE	<input type="radio"/> \$55

Can't attend? Order the printed handbook!

(Price includes tax, shipping, and handling.)

PRINTED HANDBOOK TITLE	PRINTED HANDBOOK FEE
2009 SOLO & SMALL FIRM INSTITUTE	<input type="radio"/> \$232

Register me for the following Networking Events and Meals:

(Contact Amy Castner to reserve tables at meal events. 517-346-6322 or acastner@mail.michbar.org)

EVENT TITLE	# OF TKTS	EVENT FEES
WEDNESDAY, SEPTEMBER 16, 2009		
STATE BAR AWARDS BANQUET	_____ x	<input type="radio"/> \$66 EARLY BIRD* <input type="radio"/> \$70 REGULAR
THURSDAY, SEPTEMBER 17, 2009		
CONTINENTAL BREAKFAST	_____ x	<input type="radio"/> FREE
STATE BAR INAUGURAL LUNCHEON	_____ x	<input type="radio"/> \$44 EARLY BIRD* <input type="radio"/> \$48 REGULAR
STATE BAR RECEPTION	_____ x	<input type="radio"/> \$10
FRIDAY, SEPTEMBER 18, 2009		
CONTINENTAL BREAKFAST	_____ x	<input type="radio"/> FREE
STATE BAR LUNCHEON	_____ x	<input type="radio"/> \$44 EARLY BIRD* <input type="radio"/> \$48 REGULAR

NAME _____ MI P # _____

FIRM _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

E-MAIL _____

SPECIAL AND DIETARY NEEDS _____

PAYMENT INFORMATION	
2009 SOLO & SMALL FIRM INSTITUTE REGISTRATION SUBTOTAL	\$ _____
2009 SOLO & SMALL FIRM INSTITUTE PRINTED HANDBOOK SUBTOTAL	\$ _____
EVENTS REGISTRATION SUBTOTAL	\$ _____
TOTAL AMOUNT DUE	\$ _____

CHECK # _____ CHARGE MY: VISA MASTERCARD

CHECKS PAYABLE TO: STATE BAR OF MICHIGAN

CREDIT CARD # _____ EXP DATE _____ SIGNATURE FOR CREDIT CARD _____

*Early bird pricing guaranteed through August 31, 2009.

Cancellation Policy: Cancellation requests must be made in writing to the State Bar of Michigan before August 31, 2009 for a full refund. After August 31 a \$25 fee applies. No refunds will be made after September 4, 2009.

Accommodations: Discounted rates are available at the Hyatt Regency, Dearborn. See www.michbar.org/annualmeeting.cfm for details or call (800) 233-1234. Reservations must be made by August 15, 2009.

Register Today! Early Bird Savings End Aug. 31, 2009

3 Convenient Ways to Register with the State Bar of Michigan

 **REGISTER ONLINE**
www.michbar.org/annualmeeting.cfm

 **FAX**
(517) 346-6365

 **MAIL**
State Bar of Michigan, Attn: Annual Meeting Registration
306 Townsend St., Lansing, MI 48933-2012