

FLORIDA ALLIANCE OF PARALEGAL ASSOCIATIONS, INC.

Proudly Presents Its:

4th Annual Seminar

Saturday, November 5, 2011

Hyatt Place - Ft. Lauderdale/Plantation

8530 West Broward Boulevard, Plantation, Florida 33324

CLE CREDITS

FRP: As approved by NALA or NFPA, this seminar meets the requirements under Rule 20-6.1 of the Rules Regulating The Florida Bar for 5 hours of continuing legal education (CLE) credit (2 of which are Ethics) required to maintain the FRP credential.

NALA: This seminar has been submitted for approval by the Certifying Board of the National Association of Legal Assistants (NALA) for 5 hours of continuing legal education credit (2 of which are Ethics) required to maintain the CP or CLA credential.

NFPA: This seminar has been submitted for approval to the Certifying Board for the National Federation of Paralegal Associations (NFPA) for 5 hours of continuing legal education credit (2 of which are Ethics) credit required to maintain the RP credential.

Florida Alliance of Paralegal Associations, Inc.

www.fapainc.org

Topics and Speakers

- 8:00 - 9:00 a.m. Registration & Continental Breakfast with Exhibitors
- 9:00 - 9:15 a.m. Opening Remarks and Introductions
- 9:15 - 10:15 a.m. **Robert T. Koehler**, *Ethics and Requirements for a Notary Public in Florida*
- 10:15 - 10:45 a.m. Networking Break
- 10:45 - 11:45 a.m. **Karen Chamberlain**, *Certified Summation Instructor*
- 11:45 - 1:00 p.m. *Lunch*
- 1:00 - 2:00 p.m. **The Honorable Daryl Trawick**, 11th Judicial Circuit, Criminal Division, *Ethical Issues in Legal Research and Dealing with Courtroom Personnel*
- 2:00 - 3:00 p.m. **Mark Reitz**, *Certified Trial Director Instructor*
- 3:00 - 3:30 p.m. Networking Break
- 3:30 - 4:30 p.m. **Richard O'Brien**, *Tips, Tricks and Tools for Using PDFs in the Courtroom and in the Cloud*
- 4:30 - 5:30 p.m. **Maria Gutierrez**, Florida State Courts E-Filing Portal

FAPA reserves the right to revise the order or substitute speakers.

Registered Attendees are invited to attend a social networking event on Friday, November 4, 2011 from 5:00 -7:00 p.m. at the Hyatt Place Ft. Lauderdale/Plantation, FL. There is no additional cost to participate in the Friday Night Social.

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REGISTRATION: Send completed form with payment to: Mary Lou Breaz, CP, FRP, FAPA Treasurer, 6249 Presidential Court, Suite F, Fort Myers, Florida 33919. Make checks payable to: Florida Alliance of Paralegal Associations, Inc. If space is available, registration at the door will be accepted for an additional \$10.00 cost. Please call 305-984-3627 to confirm availability. Continental Breakfast and Lunch are included in registration fee. If you require a vegetarian lunch entrée, please indicate here .

Registration Fee:

- \$125.00 - Member of FAPA (indicate below):
GCPA NEFPA SFPA SWFPA FAPA (at-large)
- \$150.00 - Non-Member of FAPA
- \$75.00 - Full-time student (provide copy of student ID)

Room Reservations:

Rooms are available at the Hyatt Place Ft. Lauderdale/Plantation for \$79. Please call 954-370-2220 and mention the "FAPA Seminar" or visit: <http://plantation.place.hyatt.com/groupbooking/fllzpfapa2011>

Name: _____

FRP CP ACP CRP RP FCP

Address: _____

Email: _____

City/State/Zip: _____

Phone: _____

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Check here if you require special attention or services. To ensure availability of appropriate accommodations, please attach a general description of your needs. We will contact you for further coordination.

REFUND POLICY: Requests for refund must be in writing and postmarked no later than 10 business days prior to seminar date. A \$10.00 service fee applies to refund requests before the deadline. Returned checks will incur a fee of \$35.00. If you have any questions, call 305-984-3627. For directions to the Hyatt Place, please visit their website:

<http://plantation.place.hyatt.com/hyatt/hotels/place/gallery/map.jsp> .