



2020 Fall Continuing Legal Education (Virtual) Seminar for Paralegals and Legal Professionals

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

Tuesday, October 27, 2020
1:00 pm to 4:30 pm

****Register online by Monday, October 26, 2020****

Location:

Remote Zoom Meeting
(A secure Zoom link will be sent out the day before the event)

Sponsored by:

Cincinnati Paralegal Association

www.cincinnati-paralegals.org

**2020 CONTINUING LEGAL EDUCATION SEMINAR FOR
PARALEGALS AND LEGAL PROFESSIONALS**

AGENDA

Tuesday, October 27, 2020

1:00 pm	SESSION 1 A Paralegal's Guide to Social Media Evidence Presented by Jade Stewart
2:00 – 2:15 pm	Break / Vendor presentation / Door prizes
2:15 – 3:15 pm	SESSION 2 Professional Etiquette of Working Remotely with Panel discussion Presented by Kaylee Reed
3:15-3:30 pm	Break / Vendor presentation / Door prizes
3:30 – 4:30 pm	SESSION 3 Working with a Forensic Genealogist Presented by Laurie Hermance-Moore, MLS, AG
4:30 – 4:40 pm	Final door prizes

COURSE DESCRIPTIONS & SPEAKERS

SESSION 1

A Paralegals Guide to Social Media Evidence

Program Description

Are you up to date with the latest social media developments? Do you know how to conduct effective social media investigations? How do your social media discovery skills stack up? This guide will provide you with practical how-to's and nifty tips for handling social media in and outside of litigation. Get ready to enhance your Nancy Drew skills!

Course Content

- Social Media as an Investigative Tool
- Preserving Social Media and Avoiding Spoliation Traps
- Drafting Social Media Discovery Requests and Responses
- Production of Social Media
- Facebook, Twitter, LinkedIn, Instagram and More
- Social Media Metadata

JADE STEWART



Jade is a litigation attorney at Reminger Co., LPA. She received her bachelor's degree in Political Science and received her J.D. from the University of Cincinnati College of Law. Jade specializes in personal injury, medical malpractice, premises liability, intentional tort cases and civil litigation defense. She has both trial and appellate experience in various areas of civil litigation in Kentucky and Ohio. Westfield Insurance presented Jade with the OARS award in 2014 in recognition of her efforts at resolving cases in a cost-effective and creative manner; the Golden Gavel award in 2016 in recognition for her handling of a complex litigation file; and the Blue Ocean award in 2017 in recognition of her case-handling throughout 2016. In 2008 and 2009, Jade was a Cincinnati Bengals cheerleader. She enjoyed the work she did in that role with the charities throughout Cincinnati and Northern Kentucky.

SESSION 2

Professional Etiquette When Working Remotely

Program Description

The COVID-19 quarantine has transformed the practice of law from the office to the kitchen table, raising technological and ethical concerns for paralegals all across the country. They've had to find new ways to communicate with clients, engage in videoconferencing with their offices and manage their caseload. Working remote has its challenges. While office politics, attire and handshakes seem like half the world away, keeping some level of courtesy and etiquette while remote working displays professionalism and commitment. Join us for this presentation and learn some great tips on the etiquette of working remotely.

Course Content

- Keep in Cordial
- Partially Dressed for Partial Success
- Stay Connected

KAYLEE REED



Kaylee Reed is the Director of Human Resources and Employment Counsel for Trustpoint.One. She holds a bachelor's degree in Broadcast Journalism from Hampton University and obtained her J.D. from The George Washington University Law School. She is responsible for driving people initiatives for Trustpoint. She also serves as Employment Counsel, which includes supporting Trustpoint's divisions with contract review and assistance with legal issues. Kaylee is an attorney with a background in labor and employment law and HR. Prior to joining Trustpoint, she worked with ExpressJet Airlines where she represented the Company in contract negotiations, handled labor and employment legal matters and managed employee relations issues. She served as Attorney-Advisor for the Federal Labor Relations Authority in DC before relocating to Atlanta. When not working, she can usually be found chasing after her very busy toddler!

SESSION 3

Working with a Professional Forensic Genealogist

Program Description

Forensic genealogists assist attorneys with professional research to help resolve probate, real estate and mineral rights cases when heirs are unknown or missing. Learn about the qualifications and experience of a credentialed genealogist and how they can help attorneys resolve a case.

Course Content

- What is a Forensic Genealogist?
- Standards of Professional Genealogy
- How Genealogists Work: Overview of a Typical Project
- When Could a Genealogist Help in Your Case
- Investigation Techniques
- Genealogist Qualifications and How to Locate One

LAURIE HERMANCE-MOORE, MLS, AG



Laurie Hermance-Moore, MLS, AG, is a professional genealogist focusing on forensic genealogy and family history projects. She holds a bachelor's degree in American History from the University of Kansas, a master's degree in library science for the University of Alabama, and a master's degree in marketing from Franklin University. Laurie holds a certificate in genealogical research from Boston University, and completed the ProGen study group program. She received her accreditation in genealogy research in the U.S. Midwest states through the International Commission for the Accreditation of Professional Genealogists (ICAPGen), and completed the Forensic Genealogy Fundamentals course at the Salt Lake Institute of Genealogy.

Laurie has thirty years of research experience. She specializes in research in the U.S. Midwest states, and works with clients to help them experience their past through a personal connection to American history.

Laurie is a member of the Association of Professional Genealogists and is a regular business/marketing columnist for the APGQ. She is

1st Vice President of the Ohio Genealogical Society, and leads strategic planning for the organization.