



THE CONTINUING LEGAL EDUCATION COMMITTEE OF THE CENTRAL FLORIDA PARALEGAL ASSOCIATION (CFPA)

CORDIALLY INVITES YOU TO ATTEND

CFPA'S Seminar: *Judicial Assistant's Perspective – What Every JA Wants Every Paralegal to Know*

SPEAKERS: Gay Aaron, Judicial Assistant to The Honorable Sally D. M. Kest, Orange County Circuit Court Judge. Diane Icaone, Judicial Assistant to The Honorable John Marshall Kest, Orange County Circuit Court Judge. Dee McClendon, Judicial Assistant to The Honorable Patricia A. Doherty, Orange County Circuit Court Judge.

TOPIC: Overview of basic skills of paralegals from attending and/or scheduling hearings; Courtroom decorum; Professionalism, Confidentiality, *Ethics*; Communication with Judicial Assistants; Procedural requirements on Motions and Orders; Review of Uniform Administrative Orders on Communication between parties and the Court; Uniform Policies and Procedures of the Civil Division of the 9th Circuit Court.

A total of **1.5 hours of GENERAL credit and .5 hours of ETHICS Credit** from the National Association of Legal Assistants "NALA" has been awarded for this seminar.

Date: Tuesday, October 16, 2012

Time: 6:00 p.m. to 8:00 p.m. (Check-in begins at 5:30 p.m.)

Place: Keiser University

5600 Lake Underhill Road, Orlando, FL 32807

Classroom # TBD. Signs and/or CLE Representative will be on hand to direct to proper room.

REFRESHMENTS WILL BE PROVIDED. PARKING IS FREE.

NAME FOR REGISTRATION AND CERTIFICATE OF ATTENDANCE: (Please send in Registration, even if using PayPal)

ADDRESS:

PHONE: _____ **EMAIL:** _____
CHECK IF: CFPA MEMBER _____ **OR NON-MEMBER** _____ **CLA** _____ **CP** _____ **ACP** _____ **AFCP** _____
FRP _____ **OTHER** _____

SEMINAR FEE FOR MEMBERS \$20.00; NON-MEMBERS \$30.00. PAY PAL is also available on the CFPA Website under the CLE Seminars tab. If paying by cash, EXACT CASH ONLY will be accepted.

Cancellation/Refund Policy: If you are unable to attend a seminar that you have pre-registered for and wish to receive a refund of your paid seminar fee, you must cancel your attendance within 2 business days prior to the event by emailing or calling the CLE Chair at the email address and/or phone number provided on the registration form.

Please make checks payable to CFPA, Inc. (or use PayPal on website: www.cfpainc.org)

Mail payment and individual registration forms to: CFPA INC, P.O. Box 1107 Orlando, Florida 32802.

QUESTIONS: (407) 443-5241 or Email: CLEChair@cfpainc.org

NOTE: Online Registration is Preferred