

# 2021 Best Practices for South Carolina Paralegals

*Presented by the South Carolina Bar Continuing Legal Education Division*

**Friday, May 7**

Live via Zoom



**South Carolina Bar**  
Continuing Legal Education Division

## ABOUT THE PROGRAM

The South Carolina Bar CLE Division is excited to announce the 2021 Best Practices for South Carolina Paralegals. This diverse program will assist paralegals of all backgrounds and experience levels in achieving their professional and educational goals. Topics include an ethics presentation, creating space for growth, examination under oath and great file organization. This seminar has been approved by the South Carolina Bar Certified Paralegal Board for 4.5 CPE credits. This seminar meets the requirements of the NALA Certifying Board for continuing legal education credit required to maintain the CP credential. This course is approved for 1.0 substantive credit hour, 1.0 legal ethics credit hour and 2.5 non-substantive credit hours.

## PROGRAM AGENDA

**8:30 a.m. Log On, Registration**

**8:55 a.m. Welcome and Opening Remarks**

**9:00 a.m. Warning Signs Your Lawyers Might be in Trouble (Ethics)**

Barbara M. Seymour, Esquire - *Clawson & Staubes, LLC, Columbia*

Lawyers depend on their paralegals for the efficient and effective delivery of high-quality legal services to their clients. Sometimes that dependent relationship becomes co-dependent when loyalty causes a paralegal to ignore warning signs that the lawyer is facing ethical, financial, or health difficulties. In this segment we will discuss how to recognize and address ethical concerns that arise when a lawyer is in trouble.

**10:00 a.m. Break**

**10:15 a.m. The Practice of Presence: Creating Space for Growth**

Laurie G. Hillstock, Ph.D. - *Hillstock & Associates, LLC, Greenville*

As leaders, so many things impact our time, focus, and efforts daily. Recognizing and enhancing our own state of being increases our capacity to reduce distractions, balance our thinking, and lead effectively. In this session, we will explore key leadership skills as related to effective communication, prioritization/time management, self-reflection, and concepts associated with a growth mindset. This is intended to be a hands-on session, providing attendees with practical skills and techniques for use in daily practice.

**11:15 a.m. Lunch Break**

**12:30 p.m. Examination Under Oath**

Bradish J. Waring, Esquire

Kenny L. Gardner, Esquire

*Butler Snow, LLP, Charleston*

Synopsis of a few of the areas to be discussed: The Examination Under Oath (EUO) is a sworn statement conducted in a format similar to a deposition, but with many distinctions. What triggers an insurance company to require an EUO of its insured? And what is the paralegal's role in supporting the attorney during that process? This session will discuss: the key insurance contract provisions that require the insured's submission to an EUO; the insurance company's investigation and identification of red flags signaling a possible fraud against the company; the motives behind insurance fraud; the paralegal's role in pre-suit investigation and serving as liaison with the insured; how the EUO is conducted and the paralegal's role with document control; ramifications of non-compliance by the insured; how to handle a no-show; the resulting payment, denial or withdrawal of the claim following the EUO; and the paralegal as a potential witness in any resulting litigation.

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**1:30 p.m. Break**

## **1:45 p.m. Paralegal Superpowers: Great File Organization**

Michele Smoak - *McLaren & Lee, Columbia*

Wendy MacDonald - *Haynsworth Sinkler Boyd, PA, Greenville*

Liz Scharf - *Accord Financial, Greenville*

With a focus on family law litigation, this presentation will provide helpful tips and strategies for getting "into the weeds" and becoming familiar with a case, paying attention to detail and staying organized when you inherit a case and file already in progress.

With a focus on civil litigation, this portion of the presentation will provide tips, strategies, suggestions and ideas for organizing two types of files that every litigation paralegal will inherit at some point in their careers: The "Blair Witch" file (files with no organizational system in place) and the "Sheldon Cooper" file (files with overly complicated, cumbersome systems in place).

With a focus on corporate / in-house work, this presentation will provide hints and ideas for organizing and storing corporate, commercial lending and corporate governance (non-public company) files.

**3:15 p.m. Adjourn**



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**HOW TO REGISTER:**

E-MAIL—Complete this form, scan and e-mail to [registrar@scbar.org](mailto:registrar@scbar.org).

MAIL—Complete this form and mail to: SC Bar-CLE, P.O. Box 608, Columbia, SC 29202.

For assistance or to register by phone, call (803) 771-0333 or (800) 768-7787.

## REGISTRATION FORM, #21-39

Name: \_\_\_\_\_

Firm/Court: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Registration Fees: \$125**

*All registrations must be pre-paid.*

Enclosed is my check in the amount of \$\_\_\_\_\_

Please charge my:  AmEx  Discover  MasterCard  Visa

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**All registrations must be pre-paid. Cancellation & Refund Policy:** Simply notify us in writing no later than 24 hours prior to the published start time of the seminar at [registrar@scbar.org](mailto:registrar@scbar.org). You will be eligible to receive a full refund, be transferred to the live webcast or archived online version of the same seminar (if available), or to a live seminar (if available) of equal or lesser value - all with no cancellation or transfer fee. Refunds will not be issued for cancellations made within 24 hours of a seminar start time, but all other options listed above are available with no transfer fee.

***If you have a disability, please call ahead to let us know how we may accommodate your needs.***