



## REGISTRATION FORM

FOR THE SOUTH CAROLINA UPSTATE PARALEGAL ASSOCIATION'S  
 16<sup>TH</sup> ANNUAL SEMINAR FOR LEGAL PROFESSIONALS  
 Friday, October 7, 2011  
 Embassy Suites Hotel, 670 Verdae Boulevard, Greenville, South Carolina

<b>Name:</b>	<b>Business Email Address*:</b>
<b>Firm/School:</b>	<b>Business Phone:</b>
<b>Business Address:</b>	<b>City/State/Zip:</b>

### FULL-DAY FEE SELECTION

The following fees are for full-day attendance, including:  
 Program Handouts on CD; Luncheon; Access to Exhibitor Booths;  
 and President's Reception:

	Enclosed check for:	
<input type="checkbox"/>	\$149.00	<b>SCUPA MEMBER</b>
<input type="checkbox"/>	\$169.00	<b>NON-MEMBER</b>
<input type="checkbox"/>	\$ 69.00	<b>STUDENT</b> (enrolled in a Paralegal Program)
<input type="checkbox"/>	---	<b>Yes</b> -- also attending the President's Reception
<input type="checkbox"/>	---	<b>No</b> -- cannot attend the President's Reception

### CONCURRENT SESSION SELECTION

See page 3 for Session Descriptions. Please check the Concurrent Sessions you plan to attend:

<input type="checkbox"/> A (Work Comp)	Select either A or B	<input type="checkbox"/> B (Law Office)
<input type="checkbox"/> C (Medical Records)	Select either C or D	<input type="checkbox"/> D (Real Estate)
<input type="checkbox"/> E (Social Security)	Select either E or F	<input type="checkbox"/> F (Communications)

### LUNCHEON AND/OR RECEPTION FEE SELECTION

The following fees are available for those who cannot attend the Seminar,  
 but would like to attend either the Luncheon and/or the President's Reception:

	Enclosed check for:	
<input type="checkbox"/>	\$30.00	Attending <b>LUNCHEON ONLY</b>
<input type="checkbox"/>	\$30.00	Attending <b>PRESIDENT'S RECEPTION ONLY</b>
<input type="checkbox"/>	\$50.00	Attending <b>LUNCHEON AND PRESIDENT'S RECEPTION</b>

Our vendors are provided the business contact information of our attendees.

# 2011 SCUPA SEMINAR

## REGISTRATION INFORMATION SHEET

**EARLY REGISTRATIONS – RECEIVED BY FRIDAY, AUGUST 26, 2011, ARE ELIGIBLE FOR A SPECIAL DRAWING.**

**ONLINE PAYMENT IS AVAILABLE AT [www.scupa.org](http://www.scupa.org),  
OR YOU MAY**

**PAY BY CHECK – SEND COMPLETED REGISTRATION FORM EITHER BY EMAIL OR MAIL (WITH CHECK PAYABLE TO “SCUPA” WHEN PAYING BY CHECK) TO:**

Becky Maxson, ACP, 858 Estuary Court  
Rock Hill, South Carolina 29732  
(803) 524-8900 (cell) or [beckymaxson24@aol.com](mailto:beckymaxson24@aol.com)

**CONTINUING EDUCATION ACCREDITATION** – applications are pending with the National Association of Legal Assistants (NALA) for paralegal CLAE credit, as well as the Commission on Continuing Legal Education and Specialization of the South Carolina Supreme Court for attorney CLE credit. SCUPA seminars have previously met requirements for accreditation.

**LATE REGISTRATIONS** – postmarked after Friday, September 23, 2011, or taken at the door, are subject to a \$15.00 late fee.

**REFUND POLICY** – Full refunds will be made for cancellations received by 5:00 p.m. on Friday, September 23, 2011. If you must cancel, please contact either Becky Maxson at (803) 524-8900 (cell), or via e-mail at [beckymaxson24@aol.com](mailto:beckymaxson24@aol.com); or Melissia Ford at (864) 953-9696, or via email at [mford@sdbattorneys.com](mailto:mford@sdbattorneys.com).

## 2011 SCUPA SEMINAR AGENDA AND SCHEDULE

### EVENTS & SESSIONS

### SPEAKERS

08:00	09:00	REGISTRATION & VISIT EXHIBITOR BOOTHS	
09:00	10:00	<b>KEYNOTE:</b> <i>Your Role as a Paralegal in Making Your Attorney Look Good ... or ... HELP ME!!!!!! HELP ME!!!!!!</i>	Jack D. Griffeth, Esquire, Collins & Lacy, Greenville, SC, and President of Greenville Bar Association
10:15	11:30	CONCURRENT WORKSHOPS A & B	
		<b>A</b> <i>The Role of Paralegals in Workers' Compensation</i>	Suzanne B. Cole, Esquire, Collins & Lacy, Greenville, SC
		<b>B</b> <i>Law Office 101</i>	Phyllis Mitchell, EA, Dobson Law Firm, Greenville, SC; Liz, Scharf, ACP, Wyche Law Firm, Greenville, SC
12:00	02:00	LUNCHEON	
		<b>ETHICS:</b> <i>Speak No Evil: Professional Responsibility in the Internet Age</i>	Barbara M. Seymour, Esquire, Deputy Disciplinary Counsel, Office of Disciplinary Counsel, Columbia, SC
02:00	03:15	CONCURRENT WORKSHOPS C & D	
		<b>C</b> <i>Conquering the Medical Records Mountain – Preparation of Effective Medical Records Notebooks and Summaries</i>	Melissia Ford, CP, Stephen D. Baggett, Attorneys at Law, Greenwood, SC
		<b>D</b> <i>South Carolina Real Estate Resolutions – The Rest of the Story</i>	D. Sean Faulkner, Esquire, Roe Cassidy Coates & Price, Greenville, SC
03:30	04:45	CONCURRENT WORKSHOPS E & F	
		<b>E</b> <i>Dancing Through the 3-D Maze: Social Security Disability</i>	Don Pilzer, Esquire, Pilzer Law Firm, Greenville, SC
		<b>F</b> <i>Tips &amp; Tricks for Effective Communication and Time Management Skills</i>	Debbie Lawrence, Huseby, Inc., Charlotte, NC
05:00		PRESIDENT'S RECEPTION	