

Arizona Paralegal Association

Date: Wednesday, June 8, 2011

Time: Luncheon 11:30, Seminar 12:00 Noon

The Sheraton Downtown Phoenix – 340 N. 3rd Street – Phoenix, AZ 85004

Complimentary Self and Valet Parking on 3rd St. just North of Van Buren

S. Jennifer Mannino, Co-Founder, RISC, LLC

“Investigative Elements of Litigation”

The information and evidence you develop during the discovery phase is critical to ensuring an optimal strategy. As attorneys turn to paralegals for vital information beyond the court systems, this presentation will focus on research strategies and resources available when you are fact-finding during the discovery phase. We will discuss the underlying methodology to the investigative research process, the tools are available for information-gathering beyond Westlaw and LexisNexis, and how to develop new leads for research based on your findings.

This presentation meets the requirements of the Certifying Board of the National Association of Legal Assistants, Inc. for continuing legal education credit toward maintenance of the Certified Legal Assistant/Certified Paralegal Credential.

1. Cost of Luncheon: **\$30.00** for Members **\$42.00** for Guests (Make checks payable to APA)
2. Reserved seating: **\$25.00 (\$15 for Students with ID)** for those who prefer to attend without the meal.
3. **Mail reservations and payment** to: Candace McClue, ACP, Olson, Jantsch & Bakker, P.A., 7243 North 16th Street, Phoenix, AZ 85020. If you are unsure whether your payment will arrive in time, please hand-deliver by noon Wednesday, June 1, 2011.

NOTE: Payment for guaranteed luncheon reservations **no longer will be accepted after the reservation deadline.** The luncheon is always held the second Wednesday of each month. Reservations will be accepted anytime prior to noon on the Wednesday preceding the luncheon. Payment will **only** be accepted at the door under certain circumstances, at the Committee's sole discretion, provided a reservation is made by the deadline. However, unpaid reservations will not be guaranteed. The APA will not guarantee a seat for lunch for those from whom payment is not received by the deadline.
 -- The Membership Committee

LUNCHEON RESERVATION FORM
Members ONLY (\$30.00/Reservation):

Name: _____
 Name: _____
 Name: _____

Guests ONLY (\$42.00/Reservation) – Full Name and E-Mail Address Required Below:

Name: _____ E-mail: _____
 Name: _____ E-mail: _____
 Name: _____ E-mail: _____

Enclosed is payment in the amount of \$ _____ payable to the **Arizona Paralegal Association.**

**RESERVATIONS AND PAYMENTS MUST BE RECEIVED BY NOON,
 WEDNESDAY JUNE 1, 2011**

If you need to change or cancel your reservation, please contact
 Candace McClue at chm@ojbb.com.

*Be sure to join us for the APA's annual conference to be held on Friday, May 20, 2011.
 Look for more information on upcoming speakers at www.azparalegal.org.

**To Rent Videos of Previous
 Luncheon Seminars Contact:**

**Pam Kieffer, Beale &
 Micheals at [pkieffer@Beale-
 Micheals.com](mailto:pkieffer@Beale-Micheals.com)**