# ROOSEVELT UNIVERSITY
# Paralegal Studies Program
# CLE SEMINARS ~ SUMMER 2014

***SIGN-UP EARLY – LIMITED SEATING AVAILABLE!***

The Paralegal Studies Program will be offering two all-day seminars this summer. Take advantage of this opportunity to become familiar with some of *the most* widely-used applications in the legal profession:

| Topic | Date | Time | Location |
|---|---|---|---|
| **CASE MAP, TIMEMAP, TEXTMAP** | 06/27/14 | 9am-12pm & 1pm–4pm | Gage (18 S. Michigan Ave., Rm. 309, Chicago IL) |
| **RELATIVITY** | 07/18/14 | 9am–12pm & 1pm-4pm | Gage (18 S. Michigan Ave., Rm. 309, Chicago IL) |

## WHO SHOULD ATTEND

Our CLE seminars are designed for experienced paralegals seeking to expand their skills in a new area of law *or* for paralegals who have been away from the field for a brief time to refresh their skills. The seminars are not designed to prepare someone for entry into the paralegal profession. If you are interested in paralegal training that will prepare you to enter the profession with confidence, visit the *Curriculum* page on our website to learn about our ABA-Approved Paralegal Studies Program. **Please note**: the Paralegal Studies Program does not seek or receive approval from the American Bar Association for these seminars or any aspect of the CLE program.

## CONFIRMATION OF REGISTRATION & CANCELLATION POLICY

Confirmations are emailed upon receipt of payment. All cancellations must be received, in writing, ***two days prior to*** the seminar in order to receive a refund.

## INSTRUCTOR

**James Fine:** B.A., University of Wisconsin-Madison; M.A., Northwestern University; J.D., DePaul University College of Law. Mr. Fine, formerly with the FDIC, is currently with the Chicago law office of Thomas C. O'Brien where his specialties are bankruptcy and business litigation. He has taught corporate law, real estate, litigation, legal technology and legal research and writing courses and seminars in the Paralegal Studies Program since 1983. He also taught legal research and writing at the University of Wisconsin-Madison's law school. In 2004, Mr. Fine was appointed to a full-time Lecturer position with the Paralegal Studies Program.

## SEMINAR DESCRIPTIONS

### CASEMAP/TIMEMAP/TEXTMAP

This course provides paralegals with an overview of the deposition abstracting and case management process, utilizing the litigation support software programs CaseMap, TimeMap and TextMap. The emphasis will be placed on how software applications help paralegals organize deposition transcripts and utilize case management software in preparation for depositions and trial. A hands-on approach is taken, with students spending some time on the computer with the instructor. The instructor will present an introduction to utilizing these applications in the entire litigation process electronically, and will demonstrate how the applications integrate. Students will be exposed to the elements of RealTime depositions, searching, abstracting, annotating transcripts, as well as issue coding and creating chronologies.

### RELATIVITY

**Relativity** is a nationally recognized litigation support software program that has established a strong foothold in the Chicago area legal community. This course will present paralegals with an overview of Relativity, a web-based, feature-rich e-discovery platform. Students will have a workbook and exercises which will demonstrate how Relativity provides complete processing capabilities, image and native file review, diverse coding, searching, and tracking options, and flexible workflow capabilities in the discovery process of litigation.

# ROOSEVELT UNIVERSITY
# Paralegal Studies Program
# CLE SEMINARS ~ SUMMER 2014

## CLE REGISTRATION FORM

_____
Last Name (Please print) First Name Middle Initial

_____
Mailing Address City State/Zip

_____
Daytime phone# Email

Seminars: (Please check each of the seminars you are interested in attending)

_____ **CASEMAP/TEXTMAP/TIMEMAP** – 06/27/14; 9AM-12PM & 1PM-4PM
_____ **RELATIVITY** – 07/18/14; 9AM-12PM & 1PM-4PM

Are you a program graduate, yes or no? _____ If yes, which year?_____

Payment: _____ Check _____ Cash _____ Credit Card

Credit Card Info:_____
MasterCard/Visa/Discover# Exp. Date Auth. Code

Amount Enclosed: _____ (see pricing information *below*)

_____
Signature Date

- **Graduates -** **$90 per seminar**
- ***Non*-Graduates -** **$120 per seminar**

**MAILING ADDRESS:**
Roosevelt University
Paralegal Studies Program
18 S. Michigan Avenue
Chicago, Illinois 60603

**CALL/FAX:**
T: (312) 281.3185
F: (312) 281.3188