



Legal Assistants/Paralegals of Southern West Virginia (LAPSWV)

(An Affiliate of the National Association of Legal Assistants)

Fifth Annual Seminar & Meeting

Friday, June 5, 2009

**Columbia Gas Transmission Building
1700 MacCorkle Avenue, S.E.
Charleston, West Virginia 25304**

- 8:00 - 8:45 **Registration and Continental Breakfast**
- 8:45 - 9:00 **Welcome Remarks**
Cynthia Lowther, ACP -President, LAPSWV
Cheryl Snider, ACP – NALA Region V Director
- 9:00 -10:00 ***AI's Top 10 Tips for Tending and Tendering Time***
A.L. Emch, Esquire
Jackson Kelly PLLC
- 10:00 -10:10 **Break**
- 10:10 -11:00 ***You Hit Bottom When You Stop Digging: Working Your Way Out of Ethical Tiger Traps***
Sherri D. Goodman, Esquire
West Virginia Board of Education
(former Chief Disciplinary Counsel of the WV State Bar)
- 11:00 -12:00 ***Foreclosure Basics***
Thomas H. Ewing, Esquire
Kay Casto & Chaney PLLC
- 12:00 -1:30 **Membership Luncheon – LAPSWV Annual Meeting
Officer Reports & Election of 2009-2010 Officers**
- 1:30 -2:30 ***Oil and Gas Infrastructure in Southern West Virginia***
Tiffany Arbaugh, Esquire
Equitable Production
- 2:30 -2:45 **Break**
- 2:45 -3:45 ***Due Diligence in Energy Acquisition and Divestiture Transactions***
Ryan Morgan, Esquire
Steptoe & Johnson PLLC
- 3:45 -4:45 ***Entertainment Law 101***
Kevin Levine, Esquire
Kay Casto & Chaney PLLC
- 4:45 -5:00 **Closing Remarks**

CONTINUING LEGAL EDUCATION CREDIT:

The annual seminar meets NALA requirements for .6 CLAE units (6 hours) toward maintenance of the CLA/CP/ACP credential by the Certifying Board of NALA for those attending the entire seminar.

REGISTRATION:

Registration deadline is May 27, 2009. Please complete the registration form and forward along with your check or money order to:

**Karen Nichols, ACP, Treasurer
LAPSWV
P.O. Box 11488
Charleston, West Virginia 25339**

Checks should be payable to LAPSWV for the total amount of the fee. Your cancelled check will serve as registration confirmation. For more information, please contact Lorena Shingleton, ACP at 304-556-8246 or firstvicepresident@lapswv.org; or Cynthia Lowther, ACP at 304-556-8226 or president@lapswv.org.

REGISTRATION FORM
Registration Deadline: May 27, 2009

Name

Firm

Street/P.O. Box

City

State

Zip Code

Business Telephone

Home/Cell Telephone

E-Mail (**REQUIRED**): _____

FEE INCLUDES CONTINENTAL BREAKFAST, LUNCH, AND HANDBOOK.

Please check one box below:

- \$75.00 LAPSWV Member: Active/Provisional/Sustaining *
- \$25.00 Student Member *
- \$85.00 Non-Member †
- \$35.00 Student Non-Member

*Membership Status: LAPSWV Member is defined as a registrant who holds an "individual member" status with Legal Assistants/Paralegals of Southern West Virginia.

†Pay only \$75.00 and receive a gift valued at \$25.00 for any non-member who submits a completed membership application and the appropriate membership fee (visit www.lapswv.org for a membership application and fee information) along with his or her seminar registration form.



DRIVING DIRECTIONS

FROM I-64 E

Take ramp onto **I-64 W** toward **Charleston/I-77 N** - go **50.0** miles
Take **Exit #95/MacCorkle Avenue** onto **MacCorkle Avenue SE(WV-61)** toward **MacCorkle Avenue West** - go **4.6** miles
Bear Right on **MacCorkle Avenue SE**
Arrive at **1700 MacCorkle Avenue SE, Charleston**, on the Right

FROM I-64 W

Take **Exit #58A/Oakwood Road/Logan** - go **0.7** miles
Turn Left on **US-119 N** - go **0.3** miles
Turn Right on **MacCorkle Avenue SE (WV-61)** - go **1.4** miles
Turn Left at Porter Road (traffic signal at Verizon)
Turn Right on **MacCorkle Avenue SE** - go **0.3** miles (local access road to Verizon and Columbia Gas)
Arrive at **1700 MacCorkle Avenue SE, Charleston**, on the Left

FROM I-77 N OR I-79 N

Bear Left on **I-64 E** - go **2.6** miles
Take **Exit #98/35th Street Bridge** onto **35th Street Bridge** - go **0.3** miles
Continue on **35th Street SE** - go **0.3** miles
Turn Right on **MacCorkle Avenue SE(WV-61)** - go **1.5** miles
Bear Right on **MacCorkle Avenue SE**
Arrive at **1700 MacCorkle Avenue SE, Charleston**, on the Right