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Civil Paralegal Seminar  
March 10-14, 2003  
Columbia, South Carolina

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Agenda

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Monday, March 10, 2003

8:00 - 8:30 AM	Registration
8:30 - 9:00 AM	Welcome and Administrative Announcements
9:00 - 10:15 AM	Overview of the Court System and Tracking A Civil Case
10:15 - 10:40 AM	Break
10:40 - 12:30 PM	Overview of the Federal Rules of Civil Procedure
12:30 - 1:30 PM	Lunch
1:30 - 3:00 PM	Defensive Civil Litigation: the Federal Tort Claims Act
3:00 - 3:20 PM	Break
3:20 - 5:00 PM	Motions
5:00 PM	Recess

Tuesday, March 11, 2003

8:30 - 9:45 AM	Expert Witnesses
9:45 - 10:00 AM	Break
10:00 - 11:20 AM	Discovery by the United States

11:20 - 11:30 AM	Break
11:30 - 12:15 PM	Response to Discovery from the Opposition
12:15 - 1:45 PM	Lunch
1:45 - 1:55 PM	Introduction to the Motions and Discovery Workshop
1:55 - 3:25 PM	Motions and Discovery Workshop
3:25 - 3:45 PM	Break
3:45 - 5:15 PM	Exhibits and Demonstrative Evidence
5:15 PM	Recess
5:30 - 6:30 PM	Reception

Wednesday, March 12, 2003

8:30 - 8:40 AM	Introduction to Topical Workshops
8:40 - 10:10 AM	Topical Workshops (Choose One of Three.) (1) Employment Discrimination Cases (2) Medical Malpractice Cases (3) Freedom of Information Act
10:10 - 10:30 AM	Break
10:30 - 12:00 PM	Topical Workshops (Choose One of Three.) (1) Employment Discrimination Cases (2) Medical Malpractice Cases (3) Freedom of Information Act
12:00 - 1:30 PM	Lunch

1:30 - 2:30 PM

Writing Workshop

2:30 - 3:00 PM

Break

3:00 - 4:00 PM

Writing Workshop (Continued)

4:00 PM

Recess

Thursday, March 13, 2003

8:15 - 10:00 AM	Preparing for Trial
10:00 - 10:15 AM	Remarks
10:15 - 10:30 AM	Break
10:30 - 12:00 PM	Topical Workshops (Choose One of Three.)  (1) Organizing and Understanding Documents  (2) Asset Forfeiture Litigation  (3) Bankruptcy
12:00 - 1:30 PM	Lunch
1:30 - 3:00 PM	Affirmative Civil Litigation
3:00 - 3:30 PM	Break
3:30 - 5:00 PM	Topical Workshops (Choose One of Three.)  (1) Organizing and Understanding Documents  (2) Asset Forfeiture Litigation  (3) Bankruptcy
5:00 PM	Recess

Friday, March 14, 2003

8:30 - 10:00 AM	Organizing Large Cases
10:00 - 10:30 AM	Break
10:30 - 11:15 AM	Computer Research Tips
11:15 AM	Wrap-up, Evaluations, and Adjournment