

SEMINAR AGENDA

Friday, October 4, 2019

1:00 pm to 1:30 pm

Registration

1:30 pm to 2:30 pm

Sarah Chavez

“Criminal Justice – The Process & the Players”

BREAK

2:45 pm to 3:45 pm

Ashley Mayfield Davis

“How Far is Too Far? The Unauthorized Practice of Law and Other Ethical Obligations for Paralegals”

BREAK

4:00 pm to 5:00 pm

Jennette Hagan

“Filing – You’re Doing It Wrong!”

BREAK FOR DINNER

7:00 pm

Meet at Wyoming
Frontier Prison (500
W. Walnut) for
Private Tour

Saturday, October 5, 2019

For those staying at the CottonTree Inn, a complimentary buffet breakfast is served from 6:00 to 10:00 am.

9:30 am to 10:30 am

Mary Kubichek

“Remember Your Federal Rules of Civil Procedure!”

BREAK

10:45 am to 11:45 am

Troy Palmer

“Juvenile Justice in Wyoming”

11:45 am to 12:00 pm

Closing Remarks

ACCOMMODATIONS

A block of 25 rooms (10 king, 15 double queen) has been reserved for Friday and Saturday nights at the Best Western CottonTree Inn in Rawlins (2221 W. Spruce). The rooms are \$119.00 per night. There are also a few rooms booked for Thursday night, for those who wish to arrive then.

Make a weekend of it! The CottonTree Inn has a pool, a gym, complimentary breakfast buffet, a lounge, and restaurant on site. To reserve your room, call 307-324-2737 and indicate you are attending the LAW Conference.



Our social event will be one for the books - a private tour of the haunted "Old Penitentiary" (Wyoming Frontier Prison; 500 W. Walnut) on Friday night. Admission to the tour is included in your registration. Guests are encouraged! The tour price is \$12 per guest. Please **dress warmly**, wear comfortable shoes, and prepare to be scared!

After the tour, those who wish to continue the fun will meet up for refreshments.



2019 Fall Seminar



The Best
Western
CottonTree
Inn

Rawlins,
WY

October
4th & 5th
2019

SEMINAR REGISTRATION

Name: _____

Designation: _____

Firm: _____

Address: _____

Phone Number: _____

REGISTRATION FEES

_____	\$60.00	LAW or NALA Member
_____	\$100.00	Non-member
_____	\$30.00	Student Member
_____	\$50.00	Student Non-member

Extra guests for Haunted Penitentiary Tour

_____ x \$12.00 = \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

This seminar meets the requirements of the NALA Certifying Board for continuing legal education credit required to maintain the Certified Paralegal credential.

This seminar has been approved by NALA for 5 CLE credits, including one Ethics credit.

Please make checks payable to:

Legal Assistants of Wyoming
P.O. Box 155 Casper, WY 82602

You may also register and pay online by credit card or PayPal at www.lawyo.com

Questions about the seminar?
Contact 1st Vice President, Annette Sause
Legal Assistants of Wyoming
P.O. Box 155, Casper, WY 82602-0155
307-797-6117

FEATURED SPEAKERS

Sarah Chavez, J.D.

Sarah L. Chavez was born and raised in Wyoming, and graduated from the University of Wyoming Law School in 2012. While in law school she served as a legal intern with the UW Legal Services Program and was selected as Outstanding Student Attorney by faculty supervisor, John M. Burman. She also worked as a student intern with the International Human Rights Clinic working with clients seeking asylum in the United States. Following law school, Chavez worked for the City of Rawlins prosecuting municipal ordinance violations and working with the public works department. She is admitted to practice law in Wyoming and Colorado and is currently Chief Deputy Carbon County and Prosecuting Attorney with the Carbon County Attorney's Office. Chavez has gained extensive trial experience, enjoys being in the courtroom, and her case load focuses primarily on the prosecution of felony level narcotic offenses. Chavez is currently the President of the Carbon County Bar Association. Chavez serves as a District Court Commissioner to the Second Judicial District Court's Honorable Judge Dawnessa A. Snyder, and as a Magistrate for the City of Rawlins Municipal Judge, Joshua Merseal. Chavez is also an adjunct professor through Western Wyoming Community College teaching courses in criminal justice.

Ashley Mayfield Davis, J.D.

Ashley Mayfield Davis is the Carbon County and Prosecuting Attorney. She graduated from the University of Wyoming, with Bachelor's Degrees in Finance and Economics. Following her graduation and completion of her Juris Doctorate from the University of Wyoming College of Law in 2008, Ashley moved to Carbon County, Wyoming. Ashley has worked for the Carbon County Attorney's Office since her graduation from law school. Ashley provides legal representation to Carbon County, its elected officials and department heads, assists with human resources and personnel matters for Carbon County, and represents the State of Wyoming in criminal prosecutions, juvenile prosecutions and emergency detentions.

Jennette Hagan

Jennette Hagan received her Associate of Applied Science with an emphasis on Information Processing from Casper College in 1992. She began working for McPherson Law in Rawlins in July, 1992 and worked at that law firm, which later became McPherson, Kelly & Thompson, until 2006. In May, 2006, Jennette began working at Carbon County Circuit Court as a Deputy Clerk, and subsequently as Chief Deputy Clerk. In June 2017, she was promoted to Chief Clerk in Carbon County Circuit Court, and has held that position since then.



Mary Kubichek, J.D.

Mary Kubichek recently retired from the position of Director of the ABA-approved Casper College Paralegal Program, which she has directed since 1988. She has been a jury consultant since 1981 and has taught communication and legal courses at 13 different institutions since 1975. Mary has spoken and published extensively on a variety of legal and paralegal issues. She began her legal career as a paralegal in Omaha, NE, and worked as an attorney for a number of law firms and the Department of Justice before joining Casper College. She is a past member of the NALA Certifying Board, has served on NALA's CLA Specialty Task Force, and also presents several times a year at NALA LIVE! Mary is a former AAFPE representative to the ABA Approval Commission for Certificate Programs. She was a presenter at the 2006 NALA Annual Convention, speaking on paralegals as jury consultants. Mary is a frequent speaker at AAFPE conferences, and is the Chairman of the Teaching Competition. She is currently teaching communication and debate at St. Anthony's Tri-Parish Middle School, and continues to write and present for Paralegal Associations.

Troy Palmer

Chief Troy A. Palmer has 18 years of law enforcement experience. He has held the position of Chief of Police for the Rawlins Police Department since January 1, 2013. Prior to being promoted to Chief of Police, he was the Sergeant of Investigations for 10 years. Chief Palmer recently was appointed to the Wyoming Association of Sheriffs and Chiefs of Police (WASCO). Other notable boards and/or commissions: Chairman of the City of Rawlins Urban System Board; Carbon County Juvenile Justice Board; State of Wyoming Child Major Injury and Fatality Review Team; Chair Urban Deer Committee. He graduated from Northwestern University Center of Public Safety - School of Police Staff and Command, and has taken the Supervision of Police Personnel course. Chief Palmer holds an Associate's Degree in Criminal Justice.

