



2025 VADA Paralegal Seminar

Empowering Civil Defense Paralegals in the Modern Litigation Landscape

September 4, 2025

Atlas 42

4032 Cox Rd.

Glen Allen, VA 23060

DRAFT AGENDA

10:00 AM – Welcome Remarks

Lindsay Rollins, Esq., VADA President, *The Progressive Group*

10:05 AM – 10:30 AM – An Overview of the Paralegal's Role in Civil Litigation

- The role of a paralegal, skills that are needed to be effective, how has it changed and what does the future hold
- Overview of civil litigation phases: pre-trial, trial, post-trial
- Drafting pleadings, motions, and legal correspondence
- Coordinating with clients, witnesses, and experts
- Maintaining litigation calendars and deadlines
- Ensuring compliance with court procedures

Abby Baker, *Beacon Hill Legal*

Pam Khoury, *Hancock Daniel*

Phylcia Preston, Esq., VADA Women's Section Vice Chair, *The Progressive Group*

10:30 AM – 11:15 AM – The Rules of Engagement – Federal and State Court Rules

- Where to find federal, state, and local rules
- Key rules every litigation paralegal should know
- Understanding rule amendments and recent changes
- Practical tips for rule compliance
- How to adapt to varying local court customs and expectations

James A. Cales, Esq., VADA Immediate Past President, *Furniss Davis Rashkind & Saunders*

11:15 AM – 11:45 PM – Best Practices for Document Review and Production

- How to collect, organize, review and produce documents from parties as well as non-parties
- Will include privileges to be aware of, Virginia spoliation laws, and federal production/preservation issues

Lindsay Rollins, Esq., VADA President, *The Progressive Group*

11:45 PM – 12:15 PM – Lunch Break (Provided)

- Buffet lunch
- Networking and Visit sponsor/vendor tables

12:15 PM – 12:45 PM – Working with Expert Witnesses

- Learn the critical role expert witnesses play in litigation and how their testimony can influence case outcomes.
- Understand how paralegals support experts—from selection and vetting to scheduling and communication.
- Discover best practices for preparing expert packets, organizing materials, and tracking deadlines.
- Gain tips for managing depositions, trial prep, and ethical boundaries in expert interactions.
- Walk away with practical tools like checklists, logs, and workflows to streamline expert witness coordination.

Julie Palmer, Esq., VADA Past President, *Harman Claytor Corrigan & Wellman*

Kyle Richards, *Envista Forensics*

12:45 PM – 2:00 PM – AI and Automation Tools for Paralegals

- Overview of AI tools
- Legal research
- E-discovery tools and automated document review
- Document review & contract analysis
- Transcript & deposition analysis
- AI-driven case management, software, and practice management
- Make the most of Outlook features
- Ethical considerations and best practices
- Real-world examples of AI assisting paralegal teams

Gracemarie Braunberg, *Planet Depos*

Ashley Davoli, Esq., *Moran Reeves Conn*

Jessica Glickman, *Moran Reeves Conn*

Landon Roberts, *Planet Depos*

2:00 PM – 2:15 PM – Afternoon Break

- Light refreshments
- Final opportunity to network or visit vendors

2:15 PM – 3:30 PM – Trials 101 – Bringing Value to Trial Prep and Trial

- Creating a trial timeline and checklist
- Jury research strategies and voir dire support
- Building and organizing the trial binder
- Use of demonstratives and technology in the courtroom
- Coordinating logistics (witnesses, exhibits, tech)
- “Air traffic controller” role during trial
- Trial Toolkit essentials: what every paralegal should have

Taylor Brewer, Esq., VADA Treasurer, *Moran Reeves Conn*

Brian Coleman, *In2Trial*

Kim Davis, *Moran Reeves Conn*

3:30 PM – 3:45 PM – Paralegal Certifications Discussion – Do They Matter?

- Overview of major certification bodies and their differences
- How certification can enhance job opportunities and salary
- Requirements and costs of each credential
- Study resources and exam prep strategies

Jessica Glickman, *Moran Reeves Conn*

Pam Khoury, *Hancock Daniel*

3:45 – 4:00 PM – Sponsor Raffle & Closing Remarks

4:00 – 5:00 PM – Networking Reception, *hosted by Commonwealth of Virginia Paralegal Association and the University of Richmond Paralegal Studies Program*