



PARALEGAL ASSOCIATION OF
SANTA CLARA COUNTY

TO ALL PARALEGALS, ATTORNEYS & OTHER LEGAL PROFESSIONALS:

DATE: February 18, 2010

* Register at www.sccparalegal.org

TIME: 6:00 p.m.

TOPIC: How to Prepare Your Attorney for Mediation (**1 hour of MCLE**)

SPEAKER: Nicolas Machado and Melissa Lelaind, JAMS Arbitration

In this 1 hour program, participants will learn from JAMS Practice Development Manager, Nicolas Machado, and San Jose Resolution Center Business Manager Melissa Lelaind, tips for assisting attorneys during the mediation process. Speakers will cover important topics such as:

- The benefits of Mediation over Litigation
- Key steps to take for a successful mediation
- Choosing the right mediator
- Essential components of mediation briefs
- Preparing for mediation day
- Following up on unsettled mediations

LOCATION: Hilton Santa Clara
4949 Great America Pkwy,
Santa Clara, CA

COST: \$23.00 for Student Members
\$25.00 for PASCCO Members
\$35.00 for all non-members

RSVP: By February 15, 2010 (regular mail); by February 18, 2010 (electronic)

RESERVATION SLIP – MEDIATION

REGISTER ONLINE AT www.sccparalegal.org OR MAKE YOUR CHECK
PAYABLE TO “PASCCO” AND MAIL IT WITH THIS COMPLETED FORM TO:

PASCCO – GENERAL MEETING
1275 Franklin Mall, PMB 192
Santa Clara, CA 95050

Name: _____ Telephone: _____ e-mail: _____

PASCCO is a California State Bar Association approved MCLE provider and CLAE credit is approved by the National Association of Legal Assistants (“NALA”)

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