

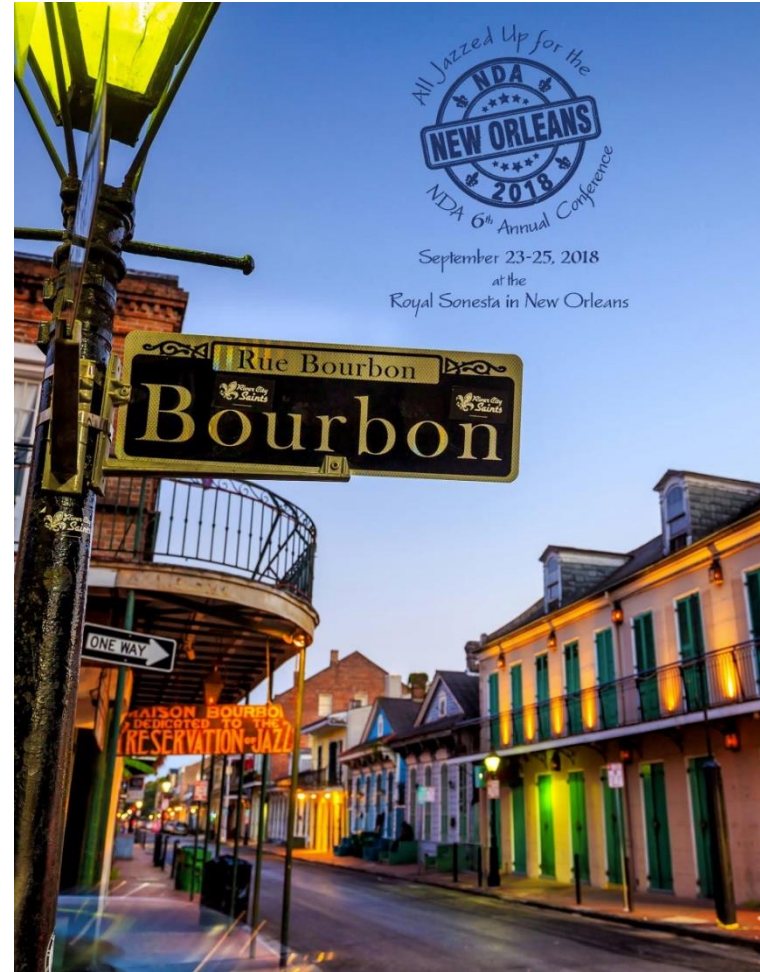


Litigation Round Table



Moderator: Elaine Screechfield

Panelists: Michael Nega, Nicole Reeber, and Sarah Wood



September 23-25, 2018
at the
Royal Sonesta in New Orleans



Calendaring Our Future Together.™

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Evolution of Docketing Position

- *Niche market no more*
- *New jobs being added to the profession*
- *Processes for tracking metrics*
- *Overall Pros/Cons*

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Advancements in Technology

- *FACER/State Court E-Records/DMS Filing*
- *Big Data*
- *Keeping current with docketing software/skills*
- *Best ways to internally communicate technology changes*

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Transitioning to E-filing as a New Responsibility

- *How to manage expectations and staffing*
- *Creates a 24/7 job where 9-5 was norm*
- *Words of wisdom from others?*



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PARALEGAL FILING REQUIREMENT CHECKLIST

Court Rules to Research:

- Federal / State Rules of Civil / Criminal Procedure _____
- Federal / State Code _____
- Local Federal District Court Rules / Local State/County Court Rules _____
- Standing/Administrative Orders _____
- Electronic Filing Procedures User Manuals / Guides / FAQ's _____
- Judge's Chamber / Individual Practice Rules _____
- Case Specific Scheduling Orders _____

General Filing Requirements Checklist

Requirement	Answer	Rule Citation/Where Answer Found
Is 8.5 x 11 inch paper required for all submissions?		
What are the margin requirements?		
Is there a specific font or font size requirement?		
Must submission be single-sided?		
What line spacing is required?		
Where should page numbers be located?		
On which documents should there be page numbers?		
Is there any rule on consecutively numbering submissions?		
What information should be included in the signature block?		
Does the signature need to be original ink, a photocopy, or electronic?		

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U.S. DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PARALEGAL FILING REQUIREMENT CHECKLIST

Plt. A v. Def. B

Order of Court Rules Researched

Federal Rules of Civil Procedure

U.S. Code

Local Rules of the US District Courts for the Southern and Eastern Districts of New York (Dated 04/16/2018)

****NOTE – Per 07/16/18 Court Notice of Rule Change – Effective August 1, 2018, the United States District Court for the Southern District of New York will change the process for filing proposed orders, judgments and requests for documents.****

USDC-SD-NY Standing/Administrative Orders

USDC-SD-NY Electronic Case Filing Rules and Instructions (Dated 01/03/18)

****NOTE – Per 06/12/18 Court Notice of Change – NextGen ECF is going to become effective in this court as of 10/09/18****

Individual Practice Rules (Judge Vincent L. Briccetti)

Case Specific Scheduling Orders

General Filing Requirements Checklist

Is 8.5 x 11 inch paper required?	Yes	
What are the margin requirements?	-One inch on all sides	-Judge Briccetti's Individual Rule 2(C) -Local Civil Rule 11.1(b)(2)
Is there a specific font or font size requirement?	-12pt font or larger -Footnotes may be 10pt	-Judge Briccetti's Individual Rule 2(C) -Local Civil Rule 11.1(b)(1)
Must submission be single-sided?	Yes	
What line spacing is required?	-All text double spaced except for headings, text in footnotes, or block quotations which may be single spaced	-Judge Briccetti's Individual Rule 2(c) -Local Civil Rule 11.1(b)(3)

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Subject Matter Experts

- De Facto experts for all things docketing within firm
- Benefits/drawbacks on expectation to “know” everything
- Utilizing NDA resources

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Member Resources

- NDA members as mentors
- Identify those with substantial experience by region?
- Pros/Cons

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NDA Chapters

- What works well/not well with current chapters?
- Obstacles and how to overcome
- Guest panelist, Olivia Bane, NDA Membership Committee Co-Chair

Thank you!