



CALSS

Colorado Association
of
Legal Support Staff

www.CALSS.org

Colorado Association of Legal Support Staff Fourteenth Annual Meeting and Educational Conference

Friday, September 17, 2010
Saturday, September 18, 2010

Holiday Inn Denver East-Stapleton

"AIM HIGH"

CLE Credits Applied for

Friday, September 17, 2010	
6 P.M.	Informal reception in Martini's Bar located on the main floor of the hotel
7 P.M. - ?	Dinner and chat at local restaurant
Saturday, September 18, 2010	BALLROOM – on the lower level between stairs and elevators
8 a.m. - 9 a.m.	Registration
8 a.m. - 9 a.m.	Continental breakfast
8:45 a.m.	DELEGATE ORIENTATION in ballroom
8 a.m. – 1 p.m.	Hours when vendor exhibits are open
9 a.m. – 10:15 a.m.	Annual Meeting
10:15 a.m. – 11 a.m.	Refreshment break / Executive Committee meeting
11:00 a.m. – 12 noon	First Board Meeting
12 noon – 1 p.m.	Lunch: Front Range BBQ
1:00 p.m. – 3:00 p.m.	Seminar – Troy R. Rackham, Esq., of McConnell Fleischner Houghtaling & Craigmile, LLC, "Appellate Litigation"
3:00 p.m. – 3:30 p.m.	Refreshment break
3:30 p.m. – 5:00 p.m.	Seminar – April M. McMurrey, Esq., of the Colorado Supreme Court Office of Attorney Regulation Counsel, "The Fine Line Between Legitimate Support Staff Activities and the Unauthorized Practice of Law"
6:00 p.m. – 7:00 p.m.	Social hour with cash bar
7:00 p.m. – 10:00 p.m.	Banquet and presentations

Come early, stay longer, to enjoy shopping at The Shops at Northfield Stapleton, Quebec Square at Stapleton, and East 29th Avenue Town Center.

Hotel Information

The Holiday Inn Denver East-Stapleton is located at 3333 Quebec Street, Denver, Colorado 80207. The lodging rooms offer Sleep Number beds, free HBO, free high-speed internet, coffee maker, hair dryer, iron and board, and other amenities for your comfort and convenience. The hotel's full service restaurant, Quebec's Bistro, and lounge, Martini's Bar, are both located off the hotel's atrium lobby. The hotel also offers a Starbuck's station, a gift shop, a business center, a heated outdoor seasonal pool and indoor hot tub, a fitness center and sauna, and a full service spa, Waxing Moon Massage and Skincare, LLC.

To reach the hotel:

From the North: Take I-25 South to I-70 East. Take exit 278 for CO-35/Quebec Street toward Northfield. Keep to the right at the fork merge, go south on Quebec Street, and the hotel will be on the RIGHT. Turn off Quebec Street into parking lot.

From the South: Take I-25 North to I-70 East. Take exit 278 for CO-35/Quebec Street toward Northfield. Keep right at the fork merge, go south on Quebec Street, and the hotel will be on the RIGHT. Turn off Quebec Street into parking lot.

From the East: Take I-70 West. Take exit 278 for CO-35/Quebec Street toward Northfield. Keep to the left at the fork merge, and head south on Quebec Street. The hotel will be on the RIGHT. Turn off Quebec Street into parking lot.

From the West: Take I-70 East. Take exit 278 for CO-35/Quebec Street toward Northfield. Keep to the right at the fork merge, head south on Quebec Street, and the hotel will be on the RIGHT. Turn off Quebec Street into parking lot.

Parking is available in the hotel lot and in the parking garage. Inquiries may be made at the front desk if you want special consideration for late checkout. Cancellations must be made 24 hours in advance to avoid cancellation fees.

Holiday Inn Denver East-Stapleton
3333 Quebec Street
Denver Colorado 80207

Room Rates: \$89/plus tax
(1 to 4 persons per room)

Check-in: 4:00 p.m. Check-out: 12:00 p.m.

Reservation deadline: August 18, 2010

To make hotel reservations, go to the CALSS web site, www.calss.org, and click on the link for the hotel, which is set up under the following name:
COLORADO ASSN.OF LEGAL SUPPORT STAFF

SPEAKER BIOS

TROY R. RACKHAM

Troy R. Rackham is a member of McConnell Fleischer Houghtaling & Craigmile, LLC. He began his practice of law as an associate at the Denver firm of Long & Jaudon, P.C. Mr. Rackham joined the founding partners of McConnell Fleischer Houghtaling & Craigmile, LLC in 2001, and became a partner of the firm in 2006. His practice includes employment and civil rights law, legal and medical malpractice and other forms of complex litigation, along with extensive involvement in the firm's appellate litigation. Mr. Rackham earned his J.D. degree from William and Mary School of Law. While in law school, he served as the senior articles editor for the *William and Mary Law Review* and worked as a research assistant for Professor Davison M. Douglas, whose course focused on constitutional, employment, employment discrimination and civil rights law. Mr. Rackham is a member of the American, Colorado and Denver bar associations. He is a member of the Colorado Bar Association's Professional Liability Committee. Mr. Rackham frequently lectures to other attorneys on ethics and professional malpractice topics. He also has authored numerous articles and chapters on civil litigation and professional liability issues. Mr. Rackham contributes his time to work on several committees of these associations and works in his community tutoring students in elementary school. Mr. Rackham also aims to provide at least 50 hours of pro bono representation a year. He, along with other members of the firm, represents Sungate Kids on a pro bono basis. Sungate helps child abuse victims through the aftermath of abuse, from initial investigative interviews to medical evaluations to family visitation services and support programs. Sungate serves the 600,000 people living in Colorado's 18th Judicial District, spanning Arapahoe, Douglas, Elbert and Lincoln counties.

APRIL M. McMURREY

April M. McMurrey is an Assistant Regulation Counsel in the Trial Division of the Office of Attorney Regulation Counsel. Ms. McMurrey earned her undergraduate degree in political science from Colorado State University and her law degree from the University of Colorado. She was admitted to the Colorado Bar in 2002. During her undergraduate studies, she spent five months studying at the University of Wales, in Swansea, Wales. After completing her undergraduate degree, Ms. McMurrey was an intern with the Department of State in the Bureau of Legislative Affairs in Washington, D.C. Ms. McMurrey is a graduate of the National Institute for Trial Advocacy and the Institute's Advocacy Teacher Training Program.

Registration Information

The registration fee covers all events on Saturday, September 18, 2010, from breakfast through the banquet, or any portion thereof which you may choose to attend. The registration fee for CALSS members is \$65.00. Non-members may attend all of the activities for \$95.00. Please mail registration form and fee, along with additional payment for any guests (check payable to CALSS Annual Meeting Fund) to:

Sherry McWethy
323 West Drake Road, Suite 200
Fort Collins, Colorado 80526

Deadline for registration is August 31, 2010.
(Please note that the hotel guest room reservation deadline is August 18, 2010.)

If you have questions, please contact Sherry at (970) 498-9229 or colocode3@frii.com.

REGISTRATION FORM

Name: _____ Chapter/Member at Large _____
Address: _____
Telephone: (w) _____ (h) _____
E-Mail Address: _____

Membership status (check all that apply)

- CALSS Member
- CALSS Officer
- CALSS Chairman
- Advisory Group Member
- Annual Meeting Delegate
- Annual Meeting Alternate Delegate
- I am attending my first Annual Meeting!*

Certification

- Certified Professional Legal Secretary
- Accredited Legal Secretary
- Certified Professional Secretary
- Certified Legal Assistant
- Other _____

Please check all that apply:

- I plan to attend Friday night's activities. I will attend:
 - Saturday breakfast
 - Annual Meeting
 - First Board Meeting
 - Front Range BBQ buffet lunch
 - Seminar: "Appellate Litigation"
 - Seminar: "The Fine Line Between Legitimate Support Staff Activities and the Unauthorized Practice of Law"
- Banquet (Please choose one entrée)
 - Wild Mushroom Ravioli
 - Herb Crusted Salmon (with vegetable rice pilaf)
 - Chicken Oscar (with crabmeat and asparagus)

Saturday Night Banquet Guests @ \$40/each

_____ Wild Mushroom Ravioli
_____ Herb Crusted Salmon
_____ Chicken Oscar

My check in the amount of \$ _____ is enclosed.