



"The Next Play in Action – The Future Starts Now" Paralegal Session

This 75-minute session is geared toward attorneys (including solo practitioners), paralegals, legal assistants, legal secretaries, and support staff in Palm Beach County. This session will include a panel discussion from the Judicial Assistants regarding professionalism, updated divisional information and procedures, and from Court Operations regarding ethical and technological concerns.

Session Moderators: Jackie Jernigan, ACP, FRP and Lesline Alexander, FRP

Judge: The Honorable Luis Delgado, Family Division FZ

Civil Court Operations for the Clerk's Office Panelist: Karina Rodriguez-Matzen, Director

Judicial Assistant Panelists: Isabel Pereira; Nicholas Smith; Dani Arcos; Lucille Kilgallon; Mary Beardsley

I. Welcome from the Bench

- The Honorable Judge Luis Delgado

II. Introduction of Panelists

- Karina Rodriguez-Matzen, Director of Civil Court Operations for Clerk's Office
- Nicholas Smith, Judicial Assistant to Judge Weiss (Circuit Criminal Division S)
- Isabel Pereira, Judicial Assistant to Judge Aliejewicz (Belle Glade Divisions Y, RA, BG/WI, FW/FW2)
- Lucille Kilgallon, Judicial Assistant to Judge Curley (Circuit Civil Division AI)
- Dani Arcos, Judicial Assistant to Judge Miller (Family Division FC)
- Mary Beardsley, Judicial Assistant to Judge Burton (Probate Division IZ)

III. Divisional News & Court Updates

As Director of Civil Court Operations for the Clerk's Office, Karina will discuss the following topics:

- Statutory updates
- Procedural and technological changes beneficial to attorneys and paralegals
- Ethical considerations for confidentiality, redaction and access to records

The Judicial Assistant panelists will provide current divisional news and updates from the Court's perspective, including ethical, professional, and technological concerns related to:

- A day in the life of a JA from the various divisional perspectives
- Importance of reading and following all divisional instructions
- Professionalism when interacting with the Court
- Being familiar with new technology (i.e. uploading Orders)
- Latest divisional and case management rules

IV. Interactive Panel Discussion with Q & A

V. Closing Remarks