

ALL ABOUT TABLES OF AUTHORITIES (Including How to Prepare One in Minutes)

We've planned an informative session for IT Staff and others that work with Tables of Authorities (TOAs).

Charlotte Washington, of Sheppard Mullin Richter & Hampton LLP, will be on hand to talk TOAs. She'll define the terminology (id, supra, passim, etc.) and explain the different types of citations. Charlotte will also provide a step-by-step demo of how to create a TOA using native Word. You'll leave this meeting with an understanding of what a TOA is, including its purpose and components.

In addition, Ian Levit of Levit & James, Inc. will demonstrate the newest release of Best Authority[®], Version 3.0. *Best Authority is the only product that meets the TOA formatting requirements of every U.S. court* and is the product of choice for 78 of the 100 largest U.S. law firms. You will learn how a comprehensive and accurate TOA can be created in minutes using Best Authority.

If you support Litigation attorneys, this is a session you don't want to miss!

Date & Time: Wednesday, November 14, 2012
12:00 pm -1:30 pm

Lunch will be provided

Location: Offices of the Microsoft Corporation (Wells Fargo Building)
333 S Grand Avenue, Suite 3300
Los Angeles, CA 90071

Parking is not validated

Speakers: **Charlotte Washington**, Manager of Technology Services, Sheppard Mullin
Charlotte has over 20 years of information technology experience in the legal arena. In addition to earning a certificate in Global Enterprise Management from Oxford University, Charlotte recently received her MBA, summa cum laude, from Pepperdine's Graziadio School of Business, with a concentration in leadership and managing organizational change. She utilizes these skills by helping organizations implement strategic change initiatives in the areas of technology, training and professional development.

Email: cwashington@sheppardmullin.com

Ian Levit, Vice President of Levit & James, Inc.

Levit & James, Inc. is a Microsoft Certified Partner with a Gold ISV/Software Competency based in Leesburg Virginia, and is a leading provider of Legal Software. For 25 years, L&J's customers, including government agencies, law firms, corporations, and individual users, have benefited from the company's thoughtful and time-saving word processing utilities.

Visit: www.levitjames.com or email ianlevit@levitjames.com

Moderator & Sponsor: **Heidi Herpel**, Managing Director of KHA Global, Inc.

KHA Global, Inc. is a premiere provider of software training and support services for the legal environment. Headquartered in Los Angeles, KHA provides services throughout the world. With over two decades of experience, KHA is an industry-recognized leader with a reputation for delivering high quality consulting services.

Visit KHA at www.KHAGlobal.com or email services@KHAGlobal.com

RSVP: <http://levitjames.poll daddy.com/s/all-about-tables-of-authorities>

Registration is required

We look forward to seeing you!