

Legal Assistants/Paralegals of Southern West Virginia



22nd ANNUAL MEETING & SEMINAR

June 5, 2026

Offered In-Person and Virtually



BridgeValley Community & Technical College

South Charleston, West Virginia

Building 2000, Room 138

2001 Union Carbide Drive

South Charleston, WV

Exciting and informative continuing legal education, networking, and door prizes!

SCHEDULE OF EVENTS

FRIDAY, JUNE 5, 2026

- 8:00 a.m. – 8:45 a.m. **Registration and Continental Breakfast**
BridgeValley Community & Technical College
- 8:45 a.m. – 9:00 a.m. **Welcome Remarks**
Cynthia L. Kline, ACP, LAPSWV President
- 9:00 a.m. – 9:45 a.m. **“The Functional Workplace – Why Work Doesn’t Work Anymore”**
John Kline, Strategic Solutions Practice Leader – CBI Workplace Solutions, Charlotte, NC
- 9:45 a.m. – 10:45 a.m. **“The Ethical Edge: Navigating Real-World Challenges as a Paralegal”**
Tammie Alexander, Esquire, Steptoe & Johnson PLLC
- 10:45 a.m. – 11:00 a.m. **Vendor / Coffee Break**
- 11:00 p.m. – 12:00 p.m. **“Litigation Case Management (Start to Finish)”**
Mychal S. Schulz, Esquire, Babst Calland
- 12:00 p.m. – 1:15 p.m. **Lunch / Annual Meeting / Elections / Awards / Door Prizes**
- 1:15 p.m. – 2:15 p.m. **“Level Up Your LinkedIn: Strategies for Paralegals and Legal Assistants”**
Madi Wilson, Marketing and Analytics Specialist, Steptoe & Johnson PLLC
- 2:15 p.m. – 3:15 p.m. **“Social Media & Digital Evidence: Preservation, Authentication, and Admissibility in Civil Litigation”**
Dean Boerger, Boerger Investigative Services, LLC
- 3:15 p.m. – 4:00 p.m. **Vendor / Snack Break**
- 4:00 p.m. – 5:00 p.m. **“Empowering Paralegals: Leveraging AI Tools to Enhance Attorney Support”**
Krista Ford, Director of Knowledge, Research & Information Services, Steptoe & Johnson PLLC
- 5:00 p.m. **Closing Remarks / Door Prizes**
Cynthia L. Kline, ACP, LAPSWV President

Continuing Legal Education (CLE) Credit: 6.0* Total Hours

**This seminar meets the requirements of the NALA Certifying Board for continuing legal education credit required to maintain the CP (Certified Paralegal) credential, including 1.0 Ethics CLE.*

REGISTRATION FORM

LAPSWV 22nd ANNUAL MEETING & SEMINAR

Walk-ins are welcome on the day of seminar (see rate chart below). Please make checks payable to LAPSWV.

Please mail your completed registration form and payment to *LAPSWV, P.O. Box 11488, Charleston, WV 25339* OR email your completed registration form to treasurer@lapswv.org and send your payment via Zelle (use QR Code below) to “treasurer@lapswv.org”. (*Be sure to reference LAPSWV 22nd Annual Seminar in Zelle.*)



NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

FULL REGISTRATION:

	Member Rate	Nonmember Rate*	Student Member Rate
Early Bird (ends April 30)	\$50	\$75	\$25
Standard Rate (May 1 – May 22)	\$55	\$80	\$25
Late Rate (starts May 23)	\$60	\$85	\$25

VIRTUAL REGISTRATION:

	Member Rate	Nonmember Rate*	Student Member Rate
Early Bird (ends April 30)	\$50	\$75	\$25
Standard Rate May 1 – May 22)	\$55	\$80	\$25
Late Rate (starts May 23)	\$60	\$85	\$25

*Any Nonmember attending the seminar who wishes to join LAPSWV may submit a membership application and pay the seminar fee plus an additional \$20, which will include a LAPSWV membership from the date of the seminar through June 30, 2027. See www.lapswv.org for a membership application.

Registration fee includes breakfast, lunch, and snacks during breaks.

SPEAKER BIOS



John Kline, Strategic Solutions Practice Leader, CBI Workplace Solutions.

John Kline is a workplace strategist and executive advisor who helps organizations move past surface-level fixes to address the deeper conditions shaping how people work. With more than 20 years of experience across workplace strategy, interior design, and project delivery, he advises corporate real estate leaders, executives, and project teams on how space, behavior, leadership, and culture interact—and how to turn that understanding into direction that holds.

His methodology—*Systems Over Symptoms*—applies principles from functional medicine to organizational life, challenging leaders to stop treating isolated problems and start redesigning the systems that drive performance, well-being, and trust. The method is grounded in a single discipline: ask better questions, look for patterns, and build solutions that address the whole—not just the presenting symptom.

He is the author of the forthcoming book *The Functional Workplace: Systems Over Symptoms*, and his consulting practice at CBI Workplace Solutions—a MillerKnoll dealer based in Charlotte, NC—reflects the same diagnostic rigor he brings to every engagement.

Beyond his consulting work, John serves on the CoreNet Global Carolinas Chapter Board of Directors and the Board of the Katie Blessing Center, where he advocates for expanding access to adolescent behavioral health care in North Carolina. He believes the business community has both the responsibility and the capability to strengthen the systems that support people—not only inside organizations, but in the communities around them.

John holds a B.S. in Interior Design from the University of Charleston and lives in Charlotte with his wife and four children.



Tammie C. Alexander, Esquire – Steptoe & Johnson PLLC.

Tammie Alexander is a member of Steptoe & Johnson PLLC and works out of its Morgantown, West Virginia office. Rarely does a development project happen in North Central West Virginia that Ms. Alexander is not involved with in some way. She assists clients with banking, real estate, commercial transactions, title insurance, and construction law matters. The perfect combination of a strategic thinker and a doer, Ms. Alexander is well-versed in navigating the intricate nature of working on large-scale projects involving multiple property owners, governmental agencies, and financial investors.

Ms. Alexander's experience as vice president and general counsel of a nationally recognized bank, and president of one of its subsidiaries, brings a unique banking industry perspective to her practice. Ms. Alexander serves on the firm's Executive Committee and Strategic Planning Committee, and previously was the department head for the Business department.

Ms. Alexander is active in First Law International (FLI) and acts as the U.S. representative in matters for clients around the globe.



Mychal S. Schulz, Esquire – Babst Calland.

Mr. Schulz is a shareholder in the Litigation, Employment & Labor Services, and Energy & Natural Resources groups of Babst Calland. He has extensive experience litigating matters in state and federal courts throughout West Virginia. He has been lead trial counsel in both state and federal courts on a variety of matters, including employment, premises liability, insurance bad faith and coverage, commercial, officers and directors' liability, ERISA, product liability, consumer protection and criminal matter. In addition, Mr. Schulz routinely handles creditor-rights matters in Bankruptcy Court.

Mr. Schulz is admitted to practice in West Virginia, Ohio, the United States District Courts for the Northern and Southern Districts of West Virginia, and the United States Court of Appeals for the Fourth Circuit. He is a member of the Kanawha County, West Virginia and American Bar associations. Mr. Schulz is also a member of DRI and was selected to DRI's Center for Law and Public Policy's State Legislation and Rules Task Force. He also chairs the Appellate Skills Development Subcommittee of the Amicus Committee, which is part of DRI's Center for Law and Public Policy. Mr. Schulz is the immediate past president for the Defense Trial Counsel of West Virginia, the organization for civil defense attorneys in West Virginia and a past chair of Leadership West Virginia, which is affiliated with the West Virginia Chamber of Commerce. In 2023, DTCWV named him the Attorney of the Year. Mr. Schulz also brings his long and diverse experience to bear in his work as a mediator, where his collaborative, relationship-driven approach assists parties in resolving even complex and difficult cases.

Mr. Schulz graduated from the University of Notre Dame with a B.A. in 1987. He received his M.A. from the University of Virginia in 1990 and J.D. from the William and Mary School of Law in 1992. In addition to his legal work, Mr. Schulz is a USTA/ITA certified tennis official who officiates matches in the Mountain East Conference, is a broadcaster for the University of Charleston men's and women's basketball and volleyball teams, and is co-host of the "The Tailgate," a weekly sports talk show on local radio.



Madisen "Madi" Wilson, MBA – Steptoe & Johnson PLLC.

Madi Wilson is a Marketing & Analytics Specialist at Steptoe & Johnson PLLC who focuses on turning data into actionable insights and supporting data-driven marketing strategies across SEO, website management, digital analytics, and reporting. She regularly researches LinkedIn trends and analyzes platform data to better understand how legal professionals can use LinkedIn strategically. Madi frequently delivers LinkedIn strategy presentations to attorneys and staff at her firm, and often provides goal-focused meetings for attorneys, sharing practical tips on building a strong professional presence and leveraging LinkedIn for networking and career growth.

Her presentation includes practical strategies for paralegals and legal assistants to strengthen their LinkedIn presence, build professional connections, and leverage the platform to advance their careers in the legal industry.



Dean Boerger – Boerger Investigative Services, LLC

Dean Boerger is a seasoned licensed private investigator and the proud owner of Boerger Investigative Services, LLC, a professional investigative agency licensed to operate in Ohio, Indiana, West Virginia, and Washington, DC. With a career spanning over two decades, Dean embarked on his journey with Boerger Investigative Services, LLC in 1998, and the firm has since become a trusted name in the industry.

Boerger Investigative Services, LLC specializes in an array of crucial investigative areas, demonstrating a commitment to excellence that has made them an invaluable resource in the field. Their core competencies include expertise in insurance fraud investigations, corporate inquiries, and legal investigations. Additionally, Dean's agency has demonstrated its dedication to the pursuit of justice by engaging in court-appointed criminal cases involving serious offenses such as rape, murder, arson, and burglary.

Dean's extensive background is a testament to his proficiency and dedication. Before establishing his agency, he proudly served the United States Army for a decade. Following his military service, he honed his investigative skills while working for a national security company for another ten years. During this time, he specialized in labor and employment law investigations, adding to his comprehensive knowledge base.

Dean Boerger's reputation extends beyond his successful career. He has authored numerous investigative articles that have been published in prestigious outlets, establishing himself as a thought leader in the field. Dean's expertise has also attracted media attention, with appearances on both local and national television and radio programs. Furthermore, his commitment to sharing knowledge has made him a sought-after speaker on various investigative topics.



Krista A. Ford, Director of Knowledge, Research & Information Services – Steptoe & Johnson PLLC.

Krista Ford joined Steptoe & Johnson in 2013 and serves as the Director of Knowledge, Research & Information Services. She has over 20 years of corporate, legal research, and library management experience. She received her Bachelor of Arts in Philosophy from Cleveland State University and her M.L.I.S. and M.A. in Philosophy from Kent State University and hold certifications in Legal Lean Six Sigma Yellow Belt, Law Library Management Institute, and LawVision Legal Project Management.

Ms. Ford serves as a Board Member for the Mt. Lebanon Municipality Historic Preservation; the Liaison for the Mt. Lebanon Historical Society Board of Trustees and Mt. Lebanon Municipality; is a member of Autism Speaks; CASA; and the Western Pennsylvania Law Librarian Association, President-Elect, (2021-2022).

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