

## Documentation

When it comes to documenting, you may have many questions: What should I be documenting? What is necessary to keep? How long do I need to keep it? What should be kept confidential?

Our attorneys will present the answers to these questions as they pertain to record keeping for employment matters and incidents or injuries that occur on-site. We will provide methods to avoid litigation, and strategies to succeed if and when your company becomes involved in litigation. After the presentation we will provide the opportunity for a Q & A session. Some of the topics we will cover range from documenting emails, employee information, document retention, and electronic documentation. At the conclusion of the presentation and discussion please stay and socialize; our attorneys will be available to speak with you on a more informal, one-on-one basis.

We will be providing hors d'oeuvres and refreshments. Please feel free to invite your colleagues, co-workers, and friends. We look forward to seeing you there!

## Speakers

**Thomas Hurrell**

Managing Partner

**Jill Wood**

Equity Partner

**Lisa Martinelli**

Equity Partner

**Blair Schlecter**

Partner

**Jennifer Grady**

Associate



## HURRELL CANTRALL LLP

660 South Figueroa Street  
Suite 2100  
Los Angeles, CA 90017

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# HURRELL CANTRALL

## Let's Talk Law Seminar



**FREE Seminar!**

### DOCUMENTATION

**What should your company  
be documenting in 2011?**

**Date: Wednesday  
2/23/11**

**Time: 6:30 pm**

Location:

HURRELL CANTRALL  
660 S. Figueroa Street  
21st Floor  
Los Angeles, CA 90017

## ABOUT THE FIRM

Since 1973, Hurrell Cantrall LLP and its predecessor firms have offered quality legal services at a reasonable cost. We are a civil litigation and appellate firm that specializes in defending clients in the areas of employment law, environmental law, general liability, products liability and professional malpractice.

Our attorneys have successfully represented corporate entities, governmental agencies, institutions, and individuals in all of these areas. Our firm is committed to offering quality and cost-effective legal services with one goal in mind—resolving disputes in a manner consistent with each client’s unique goals and circumstances. While the firm concentrates in a number of distinct areas, our emphasis in all practice areas is the same – an aggressive approach to the practice of law that ensures excellent results and discourages future lawsuits against our clients.

A benefit of being a smaller-sized firm is that each of our clients receives personal attention from the attorneys assigned to the case. We have attorneys who are professional, friendly, experienced and highly knowledgeable about all aspects of our practice areas. We immerse ourselves in our cases and take pride in our exceptional abilities to advocate on behalf of our clients’ positions. Our seasoned partners are joined by our young associates to offer our clients a successful combination of great experience with fresh approaches.

### Firms Practice Areas:

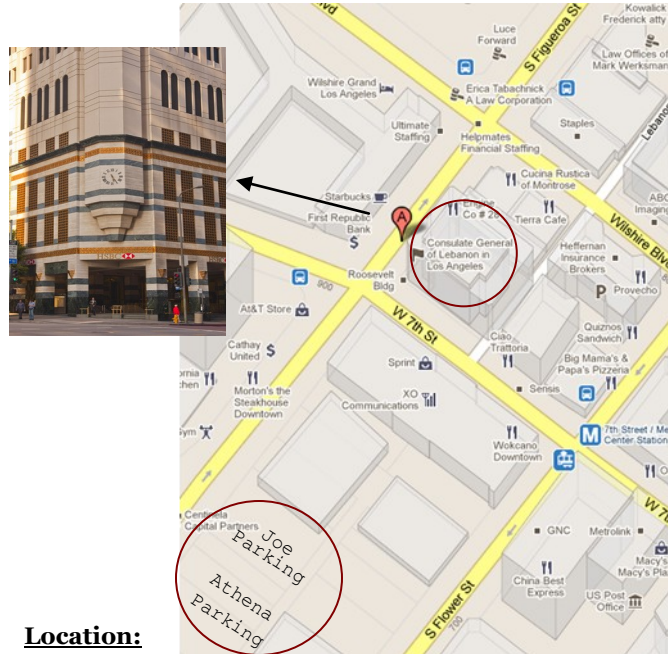
- Appellate
- Employment Law
- Products Liability
- Toxic Tort
- General Liability
- Professional Malpractice
- Environmental Law
- Government Liability

## LOCATION and CONTACT INFORMATION

To RSVP for this **FREE** seminar fill out the form enclosed or contact:

Jacquelyn Shaw at: 213-426-2056 or  
[jshaw@hurrellcantrall.com](mailto:jshaw@hurrellcantrall.com)

**PLEASE RSVP BY: FRIDAY, FEBRUARY 18, 2011**



### Location:

### **Hurrell Cantrall, LLP**

660 South Figueroa Street, Floor 21,  
 Los Angeles, Ca 90017

### Parking:

### **Athena and Joe’s Parking**

724 S. Figueroa Street  
 Los Angeles, Ca 90017

*\*Across the street from the building south of the Bank of America*

Parking is a flat ate of \$4.00 (Athena)/\$5.00 (Joe’s)

**Directions in the Lobby:** When you get to the building go to the elevators and hit the “SL” button (which is to the Sky Lobby); the person behind the desk in the Sky Lobby will key you up to the 21st floor

## Sign Up Form

Sign Up before Friday, 2/18/2011

Sign up for: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
 Documentation: \_\_\_\_\_  
 What should your company be documenting in 2011? 2/23/11 6:30 pm

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Company

\_\_\_\_\_  
 Position Title

\_\_\_\_\_  
 Address 1

\_\_\_\_\_  
 Address 2

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip Code

I am bringing a guest(s) How many? \_\_\_\_\_

\_\_\_\_\_  
 Guest 1 Name

\_\_\_\_\_  
 Guest 2 Name

\_\_\_\_\_  
 Guest 3 Name

\_\_\_\_\_  
 Guest 4 Name

\_\_\_\_\_  
 Guest 5 Name

Fax Form to Attention of:

**Jacquelyn Shaw at 213-426-2020**

Or

Email: [jshaw@hurrellcantrall.com](mailto:jshaw@hurrellcantrall.com)