



# THE DEPUTY CLERKS OF GREENE COUNTY PROBATE COURT PRESENT:

## First Annual HOW TO TRAIN YOUR BOSS

Judge Thomas M. O'Diam and the Deputy Clerks of Greene County Probate Court cordially invite you to a seminar for Probate Paralegals and Legal Assistants on Friday, May 3, 2019, from 8:30 a.m. – 12:00 p.m. Our goal is to help you as the paralegal / legal assistant have a better understanding of our Court and to work together with the staff.

The highlights of this seminar include updates on local rules, forms and procedures; tips to get your filings accepted the first time; and how to manage your filing deadlines – everything you need to know to make your boss a better probate attorney.

On the Registration Form you will notice where you can write a question you would like answered at the seminar. Please feel free to write multiple questions.

Come get to know the staff, learn and ask questions.

**Presented by:  
GREENE COUNTY  
PROBATE COURT**

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**Friday, May 3, 2019  
Registration 8:30 a.m.  
Program 9:00 a.m. –  
12:00 p.m.**

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**Media Room  
541 Ledbetter Road  
Xenia, OH 45385**

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**\$35.00 early registration  
(registration and fees due by  
April 26<sup>th</sup>)**

**\$50.00 after April 26<sup>th</sup>  
(limited seating available)**

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**All paralegals and legal  
assistants are  
encouraged to attend.**

For questions please contact  
Deputy Clerk, Samantha Watkins

(937)562-5283 or

[swatkins@co.greene.oh.us](mailto:swatkins@co.greene.oh.us)