



## UNLOCKING METADATA: Legal Implications and Management Techniques

THURSDAY, AUGUST 14, 2025

Approved for 1.5 CLE credits (1.5 Other).

\$99 - Regular

\$79 - New Members\*

Washington State Bar Association

1325 Fourth Ave., Suite 600 | Seattle, WA 98101

WEBCAST  
ONLY

### DESCRIPTION

Join us online for part one of a two-part CLE series on metadata in legal practice.

#### UNLOCKING METADATA

is comprised of two sessions, 25326WEB and 25327WEB. Each individual session can be purchased at the prices listed above, or the entire series (25326WEB and 25327WEB) can be purchased at the discounted price of \$159 (Regular) or \$119 (New Members\*).

### SCHEDULE

**11:40 a.m. > Webcast Log-In Opens**

**11:55 a.m. > Welcome and Introductions**

- **Rachel Matz** - *Washington State Bar Association, Seattle*

**12:00 p.m. > Unlocking Metadata: Legal Implications and Management Techniques**

**90 minutes, 1.5 credits Other**

Metadata can expose sensitive, confidential, and privileged information, posing significant ethical and security risks. This session will explore the potential dangers of metadata, including unintentional disclosure of confidential data, and provide practical steps for effectively removing metadata to protect your information.

- **Catherine Sanders Reach** - *North Carolina Bar Association Center for Practice Management, Cary, NC*

**1:30 p.m. > Adjourn • Complete Online Evaluations**

# Unlocking Metadata: Legal Implications and Management Techniques

Thursday, August 14, 2025 • #25326 WEB

## REGISTRATION

Please fill out the registration form and mail to WSBA seven business days prior to the program. To register online, go to [www.wsba.org](http://www.wsba.org) and enter 25326 in the search box. For your security, do not email or fax credit card information.

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

WSBA No: \_\_\_\_\_ Firm/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

If special accommodations are needed, please email [cle@wsba.org](mailto:cle@wsba.org) or call toll-free at 1-800-945-9722.

☐ Please omit my name from the networking list made available to exhibitors and/or attendees.

### PAYMENT INFORMATION

☐ #25326 WEB, attend via webcast, 8/14/25

☐ \$99 - Standard

☐ \$79 - New Members\*

☐ Register for 2-part series (#25326 WEB & #25327 WEB)

☐ \$159 - Standard

☐ \$119 - New Members\*

\*New Members who have been admitted to practice in Washington for fewer than five years are eligible to receive the new member tuition.

☐ Check enclosed payable to WSBA ☐ Visa ☐ MasterCard ☐ AmEx

Card No. \_\_\_\_\_

Cardholder Name (print) \_\_\_\_\_

Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

*Registrations received less than 48 hours before a seminar are not guaranteed a coursebook or other presentation materials on-site.*

**ONLINE >** Go to [www.wsba.org](http://www.wsba.org) and enter **25326** in the search box. Payment by credit card.

**PHONE >** Call **800-945-9722** or **206-443-9722** with credit card and registration/order form in hand. Our service provider will charge you a separate, non-refundable transaction fee of 2.5% on all bank card transactions.

**MAIL >** Please fill out this registration form and mail to WSBA seven business days prior to the program along with your check payable to WSBA. Credit card payments by mail or fax are no longer accepted.

### Seminar Registration Transfers, Refunds and Cancellations

In most circumstances, if you cannot attend the live event, we can transfer your registration to the on-demand product, once available (8-10 weeks from the program delivery date). Generally, for webcast/webinar registrations, tuition fees may be refunded, less \$25 for processing, for written cancellations postmarked, emailed, or faxed up to the start of the event. For in-person registrations, tuition fees may be refunded, less \$25 for processing, for written cancellations postmarked, emailed, or faxed by 5 p.m. up to three business days before the event. No refunds will be provided after the dates specified. You may also send a substitute in lieu of canceling. *When applicable, specific exceptions to these policies will be noted on individual event registration pages.* Please email [cle@wsba.org](mailto:cle@wsba.org) with any requests or questions.