

Agenda

Initial Interview, Pleadings and Hearing

D. Emory

Assisting with initial client interview
Preparing engagement letter, opening file
Collecting information
Preparing pleadings and assisting with motion practice
Preparing initial pleadings
Requesting temporary relief
Preparing for the temporary orders hearing
Preparing the temporary orders

Obtaining and Evaluating Financial Information

A. Rode

Identifying relevant information on assets, debts, income and expenses
Obtaining financial information
 Using financial information questionnaires
 Using interrogatories, requests for production,
 deposition testimony, private investigators
Valuing assets
Evaluating the information you have obtained
Working with accountants and financial experts
Preparing financial statements

Assisting with Child Custody and Visitation Issues

A. Butler

Current status of custody law in Texas
Obtaining relevant information
 Client interview, custody questionnaires,
 authorizations for disclosure, using formal discovery
Working with guardian-ad-litem
Working with experts
Drafting and reviewing parenting plans

Working With Divorce Clients and Opposing Counsel

R. Carrillo

Establishing and maintaining good communication with clients
 Methods of communication and contents of communications
 Guidelines for responding to client communications
Working with difficult clients
Working with the courts and opposing counsel
Maintaining professionalism

Handling Ethical Issues in Family Law Practice

S. Bandoske

Complying with rules of professional responsibility
 and ethics guidelines for attorneys and paralegals
Avoiding conflicts of interest
Maintaining client confidentiality
Avoiding the unauthorized practice of law
Working with the secretive or dishonest client
Handling allegations of abuse or neglect
Zealous (vs. over-zealous) representation
Fee agreements, retainers, and collection of unpaid fees

Texas Family Law Practice for Paralegals

San Antonio, TX - Wednesday, January 31, 2018



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Learning Objectives

You'll be able to:

Assist with initial interviews, pleadings and hearings.

Learn about obtaining and evaluating financial information and get tips on working with financial experts.

Examine the current status of custody law in Texas, and discuss the preparation of parenting plans.

Learn tips for working with divorce clients and opposing counsel.

Handle ethical issues in family law practice and avoid the unauthorized practice of law.



Texas Family Law Practice for Paralegals

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Assist with initial interviews, pleadings and hearings

Obtain and evaluate financial information

Work on child custody and visitation issues

Learn tips for working with divorce clients and opposing counsel

Handle ethical issues in family law practice

Continuing Education Credits

Texas Certified Paralegals

6.5 CLE Family Law Hours
6.5 CLE Civil Trial Law Hours

NALA & NFPA

6.5 CLE Hours (1.0 Ethics)



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David T. Emory
Partner with Higdon, Hardy & Zuflacht L.L.P. in San Antonio
Mr. Emory is board certified in family law by the Texas Board of Legal Specialization. His areas of concentration include family law, debt collection and probate. He is a member of the Texas State Bar Association, the State Bar College, and the San Antonio Bar Association’s Family Law Section. Mr. Emory received his undergraduate degrees in Sociology and Administration of Justice from The American University in Washington, D.C. and his J.D. degree from St. Mary’s University School of Law in San Antonio.

Agatha L. Rode *Owner/Attorney with The Law Office of Agatha L. Rode, PLLC, in San Antonio*
Ms. Rode’s practice is dedicated exclusively to family law. Her representative areas of practice include divorce, child support, child custody, adoption, military divorce, high-asset complex division, property, parents and grandparent’s rights, uncontested divorces, same-sex divorces, collaborative law, protective orders and restraining orders, modifications of prior orders, and probate law. Mrs. Rode is a member of the Aggie Bar Association, the San Antonio Bar Association, and the

San Antonio Bar Association Family Law Division. She earned her B.A. degree from Texas A&M University in College Station, Texas, her J.D. degree from St. Mary’s University School of Law in San Antonio, and her MBA degree from St. Mary’s University.

Ashley Butler
Partner at Bandoske Butler Reuter, PLLC in San Antonio
Ms. Butler practices in family law matters involving spousal and child support obligations and property division, including business interests, pension and profit-sharing entitlements, trusts and investments. She is an active member of the San Antonio Bar Association Family Law Section Executive Board and the Texas Family Law Foundation, and she is a San Antonio Bar Association fellow. Ms. Butler received her B.S. degree from the University of Texas in Austin and her J.D. degree from St. Mary’s University School of Law in San Antonio.

Rebecca J. Carrillo
Law Office of Rebecca J. Carrillo in San Antonio
Ms. Carrillo is a Texas board certified attorney in family law. Board certification is a mark of excellence, one that roughly

10 percent of Texas attorneys can claim. Only board certified attorneys in Texas can publicly represent themselves as a specialist in their area of law. As a board certified attorney, Ms. Carrillo has set herself apart as being an attorney with the highest public commitment to the practice of family law in Texas. She graduated from Texas A&M University with a Bachelor of Arts degree in Political Science and Sociology and from St. Mary’s University School of Law. Ms. Carrillo has been practicing family law since November 2009.

Stephanie Bandoske
Partner at Bandoske Butler Reuter in San Antonio
Ms. Bandoske is board certified in family law by the Texas Board of Legal Specialization. She offers a wide range of legal services which include all family law matters including divorce, custody and child support. She has been recognized as a 2017 Texas Super Lawyer. She is a member of the State Bar of Texas, the San Antonio Bar Association’s Family Law Section and the Texas Academy of Family Law Specialists. Ms. Bandoske received her J.D. degree from St. Mary’s University School of Law in San Antonio.

Seminar Information

Norris Conference Center
618 NW Loop 410 Ste 207
San Antonio, TX 78216
(210) 738-0040

Tuition
\$279 for individual registration
\$259 for three or more registrations.

Each registration includes a complimentary continental breakfast and printed seminar manual.

Receive a reduced tuition rate of \$101 by registering to be our on-site coordinator for the day. For availability and job description, please visit www.halfmoonseminars.org.

How to Register

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- Call customer service at 715-835-5900

Cancellations: Cancel at least 48 hours before the start of the seminar, and receive a full tuition refund, minus a \$39 service charge for each registrant. Cancellations within 48 hours will receive a credit toward another seminar or the CD/manual package. You may also send another person to take your place.

Continuing Education Credit Information

This seminar is open to the public and has been approved by the Texas Board of Legal Specialization for 6.5 CLE hours for certified paralegals in the areas of Family Law and Civil Trial Law.

The National Association of Legal Assistants and the National Federation of Paralegal Associations have each approved this program for 6.5 CLE hours, including 1.0 ethics hour.

Attendance will be monitored, and attendance certificates will be available after the seminar for most individuals who complete the entire event. Attendance certificates not available at the seminar will be mailed to participants within fifteen business days.

Can’t Attend? Order the CD/Manual Package:
An audio recording of this seminar is available for \$289 (including shipping). Allow five weeks from the seminar date for delivery. Please refer to specific state licensing rules or certification requirements to determine if this learning method is eligible for continuing education credit.

Additional Learning

Eighth Annual Advanced Nonprofit Law Institute

Phoenix, AZ • January 25 & 26, 2018
JW Marriott Phoenix Desert Ridge Resort & Spa

Examine the latest legal developments for tax-exempt organizations.

Identify IRS initiatives, cases and rulings affecting tax-exempt organizations.

Explore executive compensation and employee benefits relevant to exempt organizations.

Understand exempt organization auditing, reporting and operational concerns.

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Registration

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How to Register		Registrant Information
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Mail: HalfMoon Education Inc., PO Box 278, Altoona, WI 54720-0278		Additional Registrants: Name: _____ Occupation: _____ Email: _____ Phone: _____ Name: _____ Occupation: _____ Email: _____ Phone: _____
Complete the entire form. Attach duplicates if necessary.		Email address is required for credit card receipt, program changes, and notification of upcoming seminars and products. Your email will not be sold or transferred.
() I need special accommodations. Please contact me.		

Tuition

() **I will be attending the live seminar.** Single Registrant - **\$279.00**. Three or more registrants from the same company registering at the same time - **\$259.00** each.

() **I am not attending.** Please send me the CD manual package for **\$289.00**. (S&H included. Please allow five weeks from seminar date for delivery)

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