

Agenda

Assisting with Family Law Case Intake

Effective screening and conflict checking processes
Assisting with initial client interview
Preparing engagement letter, opening file
Collecting information

*K. O'Keefe,
D. Howe*

Preparing Pleadings and Assisting with Motion Practice

Preparing initial pleadings
Service of process for initial pleadings
Requesting temporary relief
Preparing for the temporary orders hearing
Preparing the temporary orders

*K. O'Keefe,
D. Howe*

Enforcing and Modifying Family Law Orders and Decrees

Implementing divorce decrees and orders
Preparing and filing the decree
Preparing other necessary documents
Enforcing judgments and orders
Enforcing temporary orders
Enforcing custody orders
Enforcing support orders
Modifying decrees and orders
Determining which parts of a decree or order are subject to modification, deciding when to seek modification
Assisting in modification actions

*L. Santana,
L. Mack*

Assisting with Child Custody and Visitation Issues

Current status of custody law in Minnesota
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

S. Krueger

Working With Clients, Self-Represented Litigants and Opposing Counsel

Client intake methods
Establishing and maintaining good communication with clients
Tips for dealing with difficult clients
Tips for working with self-represented litigants, opposing counsel and the court
Maintaining professionalism

*T. Capistrant,
J. Meyer*

Handling Ethical Issues in Family Law Practice

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

R. Johnsen

Minnesota Family Law Practice for Paralegals
Eagan, MN - Thursday, February 8, 2018

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Learning Objectives

You'll be able to:

Learn how to assist with initial client interviews.

Discuss preparation for temporary hearings.

Explore child custody and visitation issues.

Maintain professionalism and establish good communication with clients.

Examine ethical issues in family law practice.



Minnesota Family Law Practice for Paralegals

Eagan, MN - Thursday, February 8, 2018



Learn about effective screening and conflict checking processes

Examine the process of preparing initial pleadings

Study the implementation of divorce decrees and orders

Explore the current status of custody law in Minnesota

Strategize and get tips for dealing with difficult clients

Continuing Education Credits

This seminar offers paralegals 6.5 CLE hours, including 1.0 ethics hour, that have been approved by the NALA and NFPA.



Faculty

Kendal K O’Keefe
Attorney with Arnold, Rodman & Kretchmer PA, in Minneapolis
Ms. O’Keefe has devoted her practice exclusively to family law, including divorce, custody and parenting time issues, spousal maintenance and child support. She is also a Rule 114 Qualified Neutral and offers family mediation services. Ms. O’Keefe is admitted to practice by the Minnesota Supreme Court and the United States District Court for the District of Minnesota. She serves as a board member of the Family Law League, a social and educational event-planning organization for family law practitioners that have been practicing for less than ten years. Ms. O’Keefe volunteers with Tubman, a family violence prevention organization in the Twin Cities, and has presented continuing legal education classes through Minnesota CLE, and other providers.

Denise D. Howe
Lead Paralegal with Arnold, Rodman & Kretchmer PA in Minneapolis
Ms. Howe earned her bachelor’s degree from California State University, Fullerton. She completed an ABA approved Paralegal Program at the Minnesota Paralegal Institute. Ms. Howe is a member of the Minnesota Paralegal Association and the National Federation of Paralegal Associations.

Lymari J. Santana
Shareholder with Mack & Santana Law Offices, P.C. in Minneapolis
Ms. Santana has been practicing law since 1994, focusing exclusively on family law litigation since 2000. She co-founded Mack & Santana Law Offices, P.C. in 2004. Before moving to Minnesota in 2000, Ms. Santana served on active duty in the U.S. Army as an attorney. She has successfully represented clients in complex high asset and high net-worth divorce cases. Ms. Santana is also experienced in effectively representing clients facing challenging and complicated custody, parenting time and financial issues. She is also a qualified mediator under Rule 114. Ms. Santana has been listed in Minnesota Super Lawyers since 2007, and speaks frequently on family law topics for continuing legal education courses. She has also co-authored and authored chapters for Minnesota CLE desk books on family law topics. Ms. Santana received a bilingual education and she speaks, reads and writes Spanish fluently.

Seminar Information

Holiday Inn Airport SE-Mall Area 2700 Pilot Knob Road Eagan, MN 55121 (651) 454-3434	Registration 8:00 - 8:30 am Morning Session 8:30 am - 12:00 pm Lunch (On your own) 12:00 - 1:00 pm Afternoon Session 1:00 - 4:30 pm
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Tuition
\$279 for individual registration
\$259 for three or more registrations.

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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.

Laurie Mack-Wagner
Founding Shareholder with Mack & Santana Law Offices, P.C. in Minneapolis
Ms. Wagner has been practicing since 1994, primarily in family law and related causes of action. She was named as a Minnesota Super Lawyer (2011-17), named on the Top 50 Women Super Lawyers List for Minnesota (2013-15, 2017), and named on the Top 100 Attorneys List for Minnesota (2017). Ms. Wagner focuses on developing creative and practical solutions for clients seeking assistance in family law matters and divorce cases. She frequently teaches at legal education seminars. Ms. Wagner is the co-author of the child support chapter in the *Family Law Financial Deskbook*, first edition, 2008, plus all the subsequent updates, from Minnesota CLE, and is the author of the Enforcement and Contempt chapter in the *Minnesota Divorce Practice Deskbook*, also from Minnesota CLE. She is the author of, “A Cup of Coffee with 10 Leading Attorneys in the United States.” Ms. Wagner is a member of the Minnesota State Bar Association, the Hennepin County Bar Association, the First District Bar Association (past president) , and the Eighth District Bar Association.

Sherri L. Krueger
Partner at Krueger & Juelich, PLLC in Minnetonka
Ms. Krueger is an attorney practicing exclusively in the area of family law. As a Rule 114 qualified neutral, she provides mediation services for parties going through marriage dissolution and custody proceedings. She is committed to helping parents find good child-focused solutions to the disputes they face in their divorce and custody matters. Ms. Krueger strives to provide practical options and solutions for her clients and uses her knowledge of the law to develop plans that will help families long-term. She received her J.D. degree, *cum laude*, from William Mitchell College of Law and received a B.S. degree in Paralegal Studies, *magna cum laude*, from Winona State University.

Traci Capistrant
Attorney with Capistrant Meyer, P.A., in Minneapolis
Ms. Capistrant has over 29 years of experience in all facets of family law. She focuses on the dynamics and personal needs of her clients to determine how best to assist them through their unique situation, whether through traditional motion and trial practice, or through cooperative law, mediation or early neutral evaluation services.

Continuing Education Credit Information

This seminar is open to the public and offers 6.5 CLE hours, including 1.0 ethics hour, to paralegals. The National Association of Legal Assistants and the National Federation of Paralegal Associations have each approved this seminar.

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.

Ms. Capistrant has been named a “Super Lawyer” since 2002, earning Top 100 Women Super Lawyer honors in 2005, 2006 and again in 2009. She also holds a 10 out of 10 rating status through AVVO. Ms. Capistrant is a member of the Minnesota State Bar Association, the Hennepin County Bar Association, AFCC, and Minnesota Women Lawyers, and she is a founding member and on the current board of the Cooperative Practice Network. She does pro bono work through the Volunteer Lawyers Network and Ramsey County Volunteer Mediation. She has presented on family law topics and running a law practice.

Jill Meyer *Attorney with Capistrant Meyer, P.A., in Minneapolis*
Ms. Meyer practices primarily family law and has extensive experience representing clients dealing with divorce, custody disputes, division of marital and non-marital assets, modifications of parenting time, domestic abuse, step-parent adoption, and grandparent rights. Ms. Meyer is an active member of the Minnesota State Bar Association, the Cooperative Practice Network, AFCC, and the Minnesota Women Lawyers. She regularly volunteers at the Volunteer Lawyers Network’s Hennepin County Family Law Clinic and was on the steering committee for Early Case Management in Mille Lacs County. Ms. Meyer has served as chair of the MSBA Family Law Section and Chair of the Minnesota Family Law Institute. She continues to serve on the Executive Council for the MSBA Family Law Section. Ms. Meyer holds a 10 out of 10 rating status through AVVO. She has presented previously on family law topics.

Ruta Johnsen *Attorney Nancy Zalusky Berg, LLC in Minneapolis*
Ms. Johnsen is a family law attorney and her practice includes areas of marriage dissolution, custody and parenting time matters, child support, paternity, spousal maintenance, international family law, child in need of protection and services, termination of parental rights proceedings, and appeals. Her background in child protection and juvenile justice gives her a distinctive perspective in working with families going through a variety of family transitions such as dissolution, custody disputes and child protection proceedings. Ms. Johnsen graduated from the Mitchell Hamline School of Law where she was a recipient of the Student Award of Merit. She is admitted to practice in the state of Minnesota and Federal District Court, District of Minnesota.

Additional Learning

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