

Agenda

Assisting with Family Law Case Intake *L. Collins*
Assisting with initial client interview
Preparing engagement letter, opening file
Collecting information

Preparing Pleadings and Assisting with Motion Practice *L. Collins*
Preparing initial pleadings
Requesting temporary relief
Preparing for the temporary orders hearing
Preparing the temporary orders

Obtaining and Evaluating Financial Information *H. W. Edgar*
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

Use of Evidence Code 730 Evaluations in Custody Matters *H.W. Edgar, J. Roark*
Current status of custody law in California
Purpose of an EC 730 Evaluation
Preparing clients for the 730 Evaluation
Information to be sent to the 730 Evaluator
Use of special masters in custody matters
Re-unification therapy
When co-parenting counseling is appropriate

Preparation of Marital Settlement Agreements and Enforcing and Modifying Family Law Orders and Decrees *H.W. Edgar, J. Roark*
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

Handling Ethical Issues in Family Law Practice *S. Highfield*
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

California Family Law Practice for Paralegals
Riverside, CA - Tuesday, February 20, 2018

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Learning Objectives

You'll be able to:

- Discuss** initial client interview and collection of case intake information.
- Learn** about preparation of initial pleadings, requests for temporary relief and temporary orders.
- Outline** the use of Evidence Code 730 Evaluations in custody matters.
- Study** ways of handling ethical issues encountered in family law practice.
- Examine** how financial information is obtained, evaluated and reported in financial statements.
- Understand** preparation of marital settlement agreements.
- Review** implementation of divorce decrees and orders, and discuss when to seek modifications.



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- Review** implementation of divorce decrees and orders

Continuing Education Credits

This seminar offers 6.5 CLE hours, including 1.0 ethics hour, to California paralegals and NALA and NFPA certified paralegals.





D. Leigh Collins is a paralegal with the Law Offices of Carly R. Croskrey, PLC in Santa Ana, California. She started her legal career in 1986 with Riverside Superior Court where she worked for 15 years, advancing from file clerk to supervisor. Since then, Ms. Collins has worked as a paralegal exclusively in family law. She is primarily a litigation paralegal and is familiar with Los Angeles, Orange County, San Bernardino County, Riverside County and San Diego County filings. Ms. Collins has worked as a paralegal under B&P code 6450. She attended California State University Fullerton and regularly takes continuing education courses at University of California Riverside. She is a member of the Riverside Bar Association and Orange County Paralegal Association.

H. William Edgar is the founder of the Law Offices of H. William Edgar, APLC, and the principal trial attorney. Mr. Edgar has been in private practice since 2004, at which time he limited his practice to family law. Previously, he was an associate with another law firm handling family law, personal injury, civil litigation, construction defect, medical malpractice, and criminal law. A Riverside native, Mr. Edgar has been recognized as one of the best family law attorneys in the Inland Empire and is highly respected by other lawyers and the judges. He makes every attempt to settle cases, but

Seminar Information

Marriott Riverside at the Convention Center 3400 Market Street Riverside, CA 92501 (951) 784-8000	Registration 8:00 - 8:30 am
	Morning Session 8:30 am - 12:00 pm
	Lunch (On your own) 12:00 - 1:00 pm
Tuition	Afternoon Session 1:00 - 4:30 pm

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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.

tries between 25 and 30 cases a year. Mr. Edgar also handles appeals and writs in the California Appellate courts and has argued cases in the California Court of Appeals. His firm has successfully reversed a judgment in a non-published opinion in the court of appeal. Mr. Edgar appears regularly in the Riverside Superior Court, both in Riverside and Hemet; San Bernardino Superior Court; Orange County Superior Court and various courthouses throughout Los Angeles. Mr. Edgar earned a bachelor’s degree in Political Science and History at the University of California - Santa Barbara. He graduated from Southwestern University School of Law in 1998 and was admitted to practice in California in December 1998.

Jeremy N. Roark is an attorney exclusively practicing family law in the Temecula office of the Law Firm of H. William Edgar, APLC. He is managing attorney and, handles family law cases throughout Southern California. Mr. Roark is an active member of State Bar of California and practices exclusively family law. He graduated with a bachelor’s degree in Business Economics from the University of California - Los Angeles and earned his Juris Doctor degree from University of California Hastings College of the Law in San Francisco, California. Prior to joining the Law Offices of H. William Edgar, Mr. Roark worked at various family law

Continuing Education Credit Information

This seminar is open to the public and offers 6.5 CLE hours, including 1.0 ethics hour, to California paralegals. It has been approved for 6.5 CLE hours, including 1.0 ethics hour, by the National Association of Legal Assistants (NALA) and the National Federation of Paralegal Associations (NFPA).

The State Bar of California has approved HalfMoon Education as an MCLE sponsor for attorneys. This credential along with the NALA and NFPA course approvals will be provided on course completion certificates.

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.

firms in the Inland Empire. He is familiar with the local courts and has represented clients in varied family law matters. Mr. Roark was recruited to the firm for his knowledge of the law, familiarity with the courts, and zealous advocacy of his clients.

Shannon Highfield is a paralegal, registered legal document assistant, and owner of Fed-Up Legal Solutions in Riverside, California. She is dedicated to providing quality document preparation and professional services to the community. Ms. Highfield has an associates degree in Paralegal Studies and an associates degree in Business Administration, graduating with Principles Honors and earning the Student of Distinction Award in 2011. In 2017 she received several commendations for outstanding business practices and legal services from the Better Business Bureau and the Riverside Bar Association. Prior to opening the doors of Fed-Up Legal Solutions Ms. Highfield worked as a paralegal in several law firms where she primarily focused on family law. While working under attorneys, she applied her skills managing cases, drafting pleadings, and client relations. Ms. Highfield has six years of experience working as a paralegal, four working in a law firm, and two running her document preparation business.

Additional Learning

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Registration

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