

Agenda

Assisting with Family Law Case Intake

K. Cole

Performing conflicts checks
Assisting with initial client interview
Preparing engagement letter, opening file
Collecting information

Preparing Pleadings and Assisting with Motion Practice

K. Cole

Preparing initial pleadings
Requesting temporary relief
Preparing for the temporary orders hearing
Preparing the temporary orders

Obtaining and Evaluating Financial Information

S. Heath

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

S. Smith Dickinson

Current status of custody law in Michigan
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

K. Roark

Enforcing and Modifying Family Law Orders and Decrees

S. Smith Dickinson

Implementing divorce decrees and orders

- Preparing and filing the decree
- Preparing other necessary documents
- Enforcing judgments and 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

K. Roark

Handling Ethical Issues in Family Law Practice

L. Nieuwsma

- 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

Michigan Family Law Practice for Paralegals

Livonia, MI - Wednesday, March 4, 2020



HalfMoon Education Inc.
PO Box 278
Altoona, WI 54720-0278

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Learning Objectives

You'll be able to:

Perform conflict checks, prepare engagement letters, and open files for new family law matters.

Understand the current status of custody law in Michigan.

Prepare initial pleadings and temporary orders, and prepare for the temporary orders hearings.

Identify and **obtain** relevant information on assets, debts, income, and expenses.

Implement and modify divorce decrees and orders.

Comply with rules of professional responsibility and ethics guidelines for attorneys and paralegals.



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Michigan Family Law Practice for Paralegals

Livonia, MI - Wednesday, March 4, 2020



Understand how to assist with family law case intake

Assist with child custody and visitation issues

Assist with enforcement and modification of family law orders and decrees

Obtain and evaluate financial information

Prepare pleadings and assist with motions

Handle ethical issues in family law cases

Continuing Education Credits

This seminar offers paralegals 6.5 CLE hours, including 1.0 ethics hour.

NALA Approved
NFPA Approved



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Faculty

Kathleen L. Cole *Attorney at Cole Family Law*

Ms. Cole has been a trial lawyer for 24 years. She is admitted to practice in the State of Michigan and the United States District Court for the Eastern District of Michigan. She specializes in family law matters such as divorce, custody, parenting time, support and adoptions. Ms. Cole is a certified mediator and is a member of the Wayne County Family Law Bar Association, the Women Lawyers Association of Michigan, the American Bar Association and the Livonia Bar Association. She is a fellow of the American Bar Foundation and a past president of the Livonia Bar Association. Ms. Cole has also received numerous awards and recognitions, including being recognized by Super Lawyers as a Top Attorney and in *Top Women Attorneys* as published in *Hour Detroit* magazine and has been designated as a Top Lawyer by *DBusiness* magazine.

Symantha Heath *Partner at Elkouri Heath, PLC*

Ms. Heath has been a trial lawyer and a partner in the law firm of Elkouri Heath, PLC for over 24 years, with an office located in southern Oakland County. Ms. Heath is certified in mediations and in collaborative law. She was awarded the Super Lawyer designation in 2019 (awarded to less than 5% of attorney's in Michigan). She was named by American Institute of Family Law Attorneys as one of the 10 best female attorneys in Michigan for 2018 and 2019, and she was named by *Crain's Detroit Business* as a top Michigan attorney. Ms. Heath is the past president of the Wayne County Family Bar Association and are executive board member. She is also a member of the Michigan State Bar Association and the Women Lawyers Association of Michigan. In addition, Ms. Heath is a Northville Township trustee and a member of the Northville Township Zoning Board of Appeals. She earned a juris doctor degree from the University of Detroit Law School in 1993 and is licensed to practice in Michigan and U.S. Federal Court. Ms. Heath is a member of the Michigan State Bar Association, the Oakland County Bar Association, the Women Lawyers Association of Michigan, and the Wayne County Family Law Bar Association.

Seminar Information

Livonia Marriott
17100 Laurel Park Drive North
Livonia, MI 48152
(734) 462-3100

Tuition
\$289 for individual registration
\$269 for three or more registrants from the same company at the same time.

Included with your registration: *Complimentary continental breakfast and printed seminar manual.*

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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 self-study package. You may also send another person to take your place.

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 event for 6.5 CLE hours, including 1.0 ethics hours.

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 Manual and Audio from the Live Seminar as a Self-Study Package!

Audio recordings of this seminar are available for purchase starting at \$269. See registration panel for more information and please refer to specific state licensing rules or certification requirements to determine if this learning method is eligible for continuing education credit.

Samantha Smith Dickinson *Owner/Attorney at The Smith Law Offices, P.C.*

Ms. Smith Dickinson, owner of The Smith Law Offices, graduated with honors from Michigan State University with a bachelor of arts degree in Psychology in 2005 and with a juris doctorate degree from Wayne State University Law in 2008. She opened The Smith Law Offices, PC in early 2010. She focuses primarily in family law, including divorce and child custody. Ms. Smith Dickinson has tried a substantial number of cases in Wayne, Oakland and Washtenaw Counties with excellent results. She has earned the esteemed ranking of Super Lawyer Rising Star for five years in a row, along with a number of other awards and certifications.

Kaila Roark *Paralegal at The Smith Law Offices, P.C.*

Ms. Roark, paralegal at The Smith Law Offices, graduated from Washtenaw Community College in 2019 with her associate in arts degree in Paralegal Studies. She began her career in June 2019 as a paralegal and has worked with Samantha Smith Dickinson closely on her family law and bankruptcy cases. Ms. Roark is currently working towards completing her certification through the NALA Paralegal Association.

Laura Nieuwsma *Attorney at Hertz Schram PC*

Ms. Nieuwsma is a 2015 graduate of Michigan State University College of Law and has practiced exclusively family law for her entire career. She has completed the Institute of Continuing Legal Education's family law certificate and is a member of the Michigan Interdisciplinary Professionals Association. Ms. Nieuwsma regularly appears throughout metro-Detroit, focusing her practice in Oakland, Wayne, and Macomb counties.

Additional Learning

Estate Planning Audio Recording and Self-Study Package

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Registration

Michigan Family Law Practice for Paralegals

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Complete the entire form. Attach duplicates if necessary.		Email: _____
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Tuition
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