

Agenda

Assisting with Family Law Case Intake	
Performing conflicts checks	<i>S. Smith</i>
Assisting with initial client interview	
Preparing engagement letter, opening file	
Collecting information	
Obtaining and Evaluating Financial Information	<i>F. Miller</i>
Identifying relevant information on assets, debts, income and expenses	<i>S. Smith</i>
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	
Preparing Pleadings and Assisting with Motion Practice	<i>A. Friedman</i>
Preparing initial pleadings	Requesting temporary relief
Preparing for the temporary orders hearing	Preparing the temporary orders
Assisting with Child Custody and Visitation Issues	<i>N.Kellman</i>
Obtaining relevant information	Working with the Attorney for the Child
Working with the Guardian-Ad-Litem	
Preparation for a forensic evaluation	
• Authorizations	• Inventories of documents sent and received
• Working with your own expert	
Enforcing and Modifying Family Law Orders and Decrees	<i>N.Kellman</i>
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	
Working with Divorce Clients and Opposing Counsel	<i>N.Kellman</i>
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	<i>N.Kellman</i>
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	
Fee agreements, retainers, and collection of unpaid fees	

New York Family Law Practice for Paralegals

Live, Interactive Webinar - Thursday, October 28, 2021

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Learning Objectives

You'll be able to:

- Understand** how to assist with family law case intake.
- Learn** about preparing pleadings and assisting with motion practice.
- Obtain** and evaluate financial information.
- Assist** with child custody and visitation issues.
- Learn** about enforcing and modifying family law orders and decrees.
- Work** effectively with clients, courts and opposing counsel.
- Maintain** client confidentiality and avoid the unauthorized practice of law.



HalfMoon Education Live Webinars

New York Family Law Practice for Paralegals

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- Handle** ethical issues in family law practice
- Identify** relevant information on assets, debts, income and expense
- Learn** about recent developments in New York custody law
- Determine** which parts of a decree or order are subject to modification, learn when to seek modification
- Comply** with rules of professional responsibility and ethics guidelines for attorneys and paralegals

Continuing Education Credits

- Paralegals**
- 6.75 NALA CLE Hours (1.0 Ethics)
- 6.5 NFPA CLE Hours (1.0 Ethics)



Faculty

Faith Miller *Miller Zeiderman, LLP*

Ms. Miller is one of New York’s most preeminent and well known matrimonial and family law attorneys. She has represented both adults and children in high-profile cases presenting some of the most complex financial and custodial issues. That nationally prominent individuals have chosen to rely upon her legal skills and acumen reflects her 35 years of experience and her recognized dedication to serving the best interests of her clients. She has been consistently recognized as a Super Lawyer by the *New York Law Journal* and as a Lawyer of Distinction. Ms. Miller is a founding member of the American Academy of Certified Financial Litigators, a Certified Divorce Financial Analyst and a Special Master Mediator for the Appellate Division, Second Department. Ms. Miller provides legal representation on all matrimonial and family law issues, including equitable distribution, child support and spousal maintenance, financial issues, domestic violence, child custody, abuse, neglect, international custody proceedings and pre-nuptial and post-nuptial agreements. In addition to her legal practice, Ms. Miller has served on numerous court and professional committees. She and is a founding member of the Westchester County Law Guardian Association, and she was the treasurer and an executive board member of the Justice Brandeis Law Society. She is a member of the Family Law Sections of both the New York State and Westchester County Bar Associations and has participated as a lecturer and panelist in continuing legal education programs. In 2021, Ms. Miller was appointed to the New York State Matrimonial Practice Advisory and Rules Committee. Ms. Miller obtained her legal education at Fordham University School of Law and at the State University of New York, Buffalo Law School, which awarded her a Juris Doctor degree in 1980. She holds a Bachelor of Arts degree from Indiana University, where she studied Near Eastern languages and literature.

Sheila Smith *Senior Paralegal, Miller Zeiderman LLP*

Ms. Smith is a paralegal who has been working exclusively in matrimonial law since 2012; she joined Miller Zeiderman LLP in 2016. Ms. Smith is a Certified Divorce Financial Paralegal, American Academy of Certified Financial Litigators. She has a particular focus on financial discovery and analysis, including detailed records review, separate property tracing, spending patterns, hidden income and accounts, deposition outlines and preparation, and marital estate charts. Ms. Smith holds a Bachelor of Arts degree from Fairfield University, where she studied political science and philosophy.

Webinar Information

Log into Webinar 8:00 - 8:30 am EDT	Break 12:00 - 12:30 pm EDT
Morning Session 8:30 am - 12:00 pm EDT	Afternoon Session 12:30 - 4:15 pm EDT

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Andrea Friedman *Attorney at Friedman & Friedman*

In her ten years at the firm, Ms. Friedman has distinguished herself as a leader in the area of matrimonial and family law. She has developed a well-respected reputation for her aggressive attitude humbled by her compassionate disposition. Ms. Friedman focuses her practice on preparation, insight into the law and advocacy for her clients. Practicing side-by-side with Sari M. Friedman, she handles all areas of matrimonial and family law from inception through trial. Ms. Friedman is a named partner at Friedman & Friedman PLLC, Attorneys at Law. Ms. Friedman joined Friedman & Friedman PLLC, Attorneys at Law, as an associate in September 2008, after receiving her J.D. degree from Hofstra University Law School, and a B.A. degree from George Washington University.

Nancy Kellman *Nancy D. Kellman*

Ms. Kellman focuses her practice on matrimonial law, including issues of divorce, child custody, child support, spousal support, property division, pre and postnuptial agreements, relocation issues, and more. She represented clients in New York, Westchester, Rockland, Dutchess, and Putnam Counties. Clients benefit from her long experience as a litigator in the Westchester County family and divorce courts, and her ability to help clients negotiate beneficial settlements through alternative dispute resolution (ADR), mediation, and collaborative divorce strategies. She is committed to securing fair settlements by prioritizing communication between opposing parties. She has addressed issues of child support, international child custody disputes, child abduction, alimony, property division, prenuptial and postnuptial agreements, and the Hague Convention. Ms. Kellman is a fellow in the American Academy of Matrimonial Lawyers, co-chairs its AAML-AFCC committee which plans conferences on issues of children and custody disputes in the court system, and sits on the Board of Governors of the New York Chapter. She is a member and serves on the New York State Bar Association’s Executive Committee and the Westchester County Bar Association Family Law Section. She also is a member of the White Plains Bar Association and New York State Council on Divorce Mediation. In addition to her practice, Ms. Kellman is a frequent speaker at professional conferences and seminars. She has authored multiple articles, received legal honors, and is a recipient of the Pace University School of Law Pioneer of Justice and Equality for Women and Law award.

Continuing Education Credit Information

This webinar is open to the public and offers 6.5/6.75 CLE hours, including 1.0 ethics hour, to New York paralegals.

The National Association of Legal Assistants has approved this program for 6.75 CLE hours, including 1.0 ethics hour, and the National Federation of Paralegal Associations has approved this program for 6.5 CLE hours, including 1.0 ethics hour.

Completion certificates will be awarded to participants who complete this event, respond to prompts, and earn a passing score (80%) on the quiz that follows the presentation (multiple attempts allowed).

Registration

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How to Register		Registrant Information Name: _____ Company/Firm: _____ Address: _____ City: _____ State: _____ Zip _____ Occupation: _____ Email: _____ Phone: _____ Additional Registrants: Name: _____ Occupation: _____ Email: _____ Phone: _____ Name: _____ Occupation: _____ Email: _____ Phone: _____ 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.
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Tuition () I will be attending the live webinar. Single Registrant - \$289.00 . Three or more registrants from the same company registering at the same time - \$239.00 each. () I am not attending. Please send me the webinar recording: ☐ Streamable MP4 Video/PDF Manual for \$299.00 . ☐ USB Video/PDF Manual for \$299.00 .
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