Agenda

Handling Ethical Issues in Law Practice *L. Setzen*
- 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 secretive or dishonest clients
- Handling allegations of abuse or neglect
- Zealous vs. over-zealous representation
- Fee agreements, retainers, and collection of unpaid fees

Beginning a Civil Case *S. Tang*
- Drafting complaints
- Obtaining service of process
- Drafting answers
- Asserting crossclaims and counterclaims
- Third-party complaints

Enhancing Your Interview Techniques *S. Sweeney*
- Interviewing clients and witnesses: purpose and objectives
- Planning interviews
- Conducting interviews: what to ask, how to ask it and when to ask
- Post-interview follow up: what to do with information obtained

Conducting Formal Discovery *L. Setzen*
- Defining the scope of discovery
- Preparing and answering interrogatories
- Preparing and responding to requests for admission
- Making and responding to objections
- Compelling discovery

Enhancing Your Investigation Skills *K. Hasan, T. Baker*
- Identifying the elements of proof
- Determining what facts you need to prove
- Finding sources
- Utilizing information obtained

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Illinois Civil Litigation Skills for Paralegals
Live, Interactive Webinar - Wednesday, December 15, 2021

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Learning Objectives

You'll be able to:

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

Understand drafting complaints and answers.

Discuss techniques for planning and conducting interviews, including post-interview follow ups.

Examine preparing and responding to requests for admission.

Explore identifying elements of proof and determining which facts need to be proven.

HalfMoon Education Live Webinars

Illinois Civil Litigation Skills for Paralegals

Live, Interactive Webinar - Wednesday, December 15, 2021

Examine ethical issues in law practice

Review beginning a civil case

Discuss enhancing your interview and investigation techniques

Understand conducting formal discovery

Explore enhancing your investigation skills

Continuing Education Credits

This webinar offers paralegals
5.0 CLE hours, including 1.0 ethics hour

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Faculty

Leah D. Setzen is a partner at Grunyk Family Law. Her practice focuses exclusively in family law matters, including custody, divorce, adoptions, civil unions, guardianships, mediation and appeals in DuPage, Will, Kane, Kendall and Cook counties. Throughout her career, Ms. Setzen has gained extensive civil and criminal trial experience and has tried more than 100 jury and bench trials. She also educates other family lawyers and members of the community by serving as a presenter to local advocacy and support groups, bar associations, professional organizations and law students.

Stephanie L. Tang is a partner at Kogut & Wilson, LLC. Ms. Tang represents individuals in all aspects of family and matrimonial law proceedings. She strives to provide personalized attention to all of her clients and walk them through each step of the litigation or settlement process. Her effective communication and organizational skills help clients feel comfortable and prepared through one of the most stressful times of their lives. As a certified mediator and Fellow with Collaborative Divorce Illinois, Ms. Tang is able to offer clients alternative processes to resolve their divorce outside of the courtroom. She is also a certified financial litigator with the American Academy for Certified Financial Litigators, uniquely positioning herself to assist clients with complex financial issues.

Samantha L. Sweeney is an associate attorney at Spiros Law, P.C. She joined the firm in 2020 after practicing for ten years in the Kankakee area. Her practice is focused on motor vehicle accidents and other personal injury matters. Ms. Sweeney is a trained mediator, arbitrator, and guardian ad litem for the Twenty-first Judicial Circuit. She is skilled in handling high conflict matters, maintaining a reassuring but strong presence for her clients from negotiation and mediation to the courtroom. Ms. Sweeney is a Kankakee River Valley native, graduating in 2003 from the University of St. Francis in Joliet, Illinois with a Political Science degree. In 2007 she graduated from Valparaiso University School of Law, *cum laude*. During law school she spent her summers at Prairie State Legal Services, Inc., in Kankakee, representing low-income individuals in domestic relations and social security disability matters, for which she received a special commendation for her pro bono service. She is licensed in the State of Illinois and in the Central District of Illinois.

Khalid Hasan, principal attorney of Kasan Law, represents individuals, families, and corporations in transactional and civil litigation matters, including real estate sales and purchases, plaintiff's personal injury, medical malpractice, wrongful death, nursing home negligence, and general injury matters. Mr. Hasan earned his juris doctorate degree from IIT Chicago-Kent College of Law. As a law student, he completed an externship for the Honorable Judge Michael R. Panter (Ret.) in the Circuit Court of Cook County, Law Division. Before starting Kasan Law, Mr. Hasan practiced in the areas of personal injury, civil rights, police brutality, and civil litigation. As a trial lawyer, he gained diverse legal and litigation experience in both Illinois state and federal court. Mr. Hasan has written multiple publications, in the *Illinois Bar Journal*, regarding the use of social media evidence in the courtroom and its impact on litigation. He frequently presents on the topics of using social media and electronic evidence at trial, obtaining social media and electronic evidence during discovery, and the impact of social media evidence on litigation.

Tess Baker is an attorney at Kasan Law. She attended Chicago-Kent College of Law, where she received a certificate in Litigation and Alternative Dispute Resolution. After law school, Tess spent several years in San Francisco, Califnornia, working in-house at corporate legal departments for private equity and software companies.

Webinar Information

Log into Webinar
9:00 - 9:30 am CST

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Morning Session
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Continuing Education Credit Information

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Course approvals are pending with The National Association of Legal Assistants and the National Federation of Paralegal Associations.

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Recorded Thursday, October 14, 2021

- Understanding Estate, Gift, Income and Trust Taxation
- The Critical Role of Testamentary Trusts in the Estate Plan
- Irrevocable Trusts and the Basics
- Income and Generation-Skipping Transfer Tax Basics
- Using Revocable Trusts
- IRAs and Trusts: Sophisticated Beneficiary Choices
- Asset Protection Planning for Seniors and the Disabled
- Advanced Trust Planning

Presented by Russell A. Willis III, J.D., LL.M.

Federal Fiduciary Income Tax Workshop

Recorded Thursday, October 21, 2021

- Trusts and Estates Overview Including Tax Considerations
- Principles of Fiduciary Income Taxation
- Practical Examples to Put It All Together

Presented by
Christian A. Klaas, CPA, MST and Ryan Wirtz, CPA, MST
Friedman & Huey Associates LLP – Homewood, IL

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Registration

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