

Agenda

Overview of a Civil Trial

- Pre-trial procedure and scheduling orders
- Discovery control plan and discovery overview
- Pre-trial motion practice
- Anatomy of a trial

H. Zia

Legal Research and Writing

- Legal research software (Westlaw/Nexis Uni)
- Legal research certification
- Legal pleading
- Complaints, answers, memorandum of law
- Legal case briefs

H. Zia

Managing Evidence

- Types of evidence
- Rules for admissibility of evidence
- Preserving evidence

J. Cieslik

Assembling and Using Trial Notebooks

- Essentials of a trial notebook
- Organization of a trial notebook
- Uses for a trial notebook before trial
- Uses of a trial notebook during trial
- Summarizing/abstracting depositions

J. Cieslik

Effectively Working with Opposing Counsel and Staff

- Analyzing methods of communication
- Standards for responding to emails
- Working with the courts
- Maintaining professionalism

R. Berry

Litigation Ethics for Assistants and Paralegals

- Attorney and paralegal ethical rules
- Specific areas of concern for legal support staff
 - Conflicts of interest
 - Confidentiality
 - Ex-parte communications
- Avoiding the unauthorized practice of law
- Working with clients, courts and opposing counsel

R. Berry

Trial Preparation for Illinois Legal Assistants

Live, Interactive Webinar - Wednesday, June 26, 2024

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Learning Objectives

You'll be able to:

Create discovery control plans and assist with pre-trial motion practice.

Explore legal research software and review common legal documents generated during litigation.

Get tips on assembling and using trial notebooks before and during trial.

Work effectively with opposing counsel and court personnel.

Comply with ethics rules for paralegals and avoid the unauthorized practice of law.

HalfMoon Education Inc.,
Your LIVE Education Leader Presents

Trial Preparation for Illinois Legal Assistants

Live, Interactive Webinar - Wednesday, June 26, 2024



Assist with pretrial procedure and motion practice

Assemble and use trial notebooks

Assist with legal research and writing

Work effectively with opposing counsel and staff

Discuss types of evidence and review rules of admissibility

Comply with ethics rules for attorneys and paralegals

Continuing Education Credits

Paralegals

6.0 CLE Hours (Including 1.0 Ethics Hour)

National Federation of Paralegal Associations (NFPA)

6.0 CLE Credits

5.0 General CLE Credits

1.0 Ethics CLE Credit

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Webinar Information

Online - Wednesday, June 26, 2024

Log into Webinar 8:30 - 9:00 am CDT	Break 12:15 - 12:45 pm CDT
Morning Session 9:00 am - 12:15 pm CDT	Afternoon Session 12:45 - 4:00 pm CDT

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Faculty

Huma Zia is an associate professor and program director of Paralegal Studies with Lewis University. She is a licensed attorney in the State of Illinois and served as an assistant attorney general with the Illinois Attorney General's Office in the Criminal Appeals Division. During her time there, she argued cases before the federal district courts, the Seventh Circuit Court of Appeals and filed motions in the U.S. Supreme Court. Ms. Zia also argued cases in all the state district appellate courts and frequently argued cases in the Illinois Supreme Court. In addition to bringing her law experience and expertise to students at Lewis, Ms. Zia obtained approval of the Undergraduate Paralegal Program by the American Bar Association for the university. She currently serves as a sole practitioner in Elmhurst and concentrates on pro-bono cases.

Jason Cieslik joined the Illinois state faculty as an assistant professor of Legal Studies in the Department of Politics and Government in August of 2020. Mr. Cieslik earned his Juris Doctorate (2004) from Western Michigan University, Thomas M. Cooley Law School and his B.S. degree in Criminal Justice (2001) from Washburn University. From 2012 – 2020, Mr. Cieslik was the program coordinator and professor of Paralegal and Criminal Justice Studies at South Suburban College in South Holland, Illinois. From 2007 - 2012, Mr. Cieslik was a partner at Barmann, Bohlen, Jacobi & Cieslik, P.C. in Kankakee, Illinois with an emphasis on insurance defense and criminal defense. He also served as an assistant state's attorney for Kankakee County from 2004 - 2007. Mr. Cieslik's research interests focus on criminal law and procedure.

Robin L. Berry, J.D. is department chair and instructor for the Paralegal Studies Program Department within the Business, Social Science, and Public Services Division at McHenry County College (MCC). She is also the advisor of the Paralegal Students Association. Dr. Berry was born in Dallas, Texas. She attended Stephen F. Austin State University in Nacogdoches, Texas, and received a B.A. degree in Criminal Justice and Political Science in 1987. Dr. Berry received her doctor of jurisprudence degree from Texas Tech University School of Law in 1991. She is licensed to practice law in the State of Texas (1991) and the State of Illinois (2011). Dr. Berry practiced in many areas of law, but mainly focused on criminal prosecution and defense, juvenile delinquency, and abuse and neglect. She was a special public defender for McHenry County Juvenile Courts from April 2011 to August 2021. Dr. Berry moved to McHenry in 2008 and began teaching as an adjunct instructor at MCC. Dr. Berry teaches the following courses: Business Law, Business Ethics, Introduction to Paralegal Studies, Legal Research and Writing, Civil Litigation and Discovery, Contracts, Estate Planning, Wills and Trusts, Torts, and the Paralegal Internship Program. She is also an active member of the McHenry County Bar Association, serving on the Law Day Committee. As such, Dr. Berry is involved with educating elementary school, middle school, and high school students about Law Day and the legal system. She has participated in the high school mock trials for the Law Day events. Dr. Berry is a regular guest speaker in various high school classes and events across the McHenry County.

Credit Information

This webinar is open to the public and is designed to qualify for 6.0 CLE hours, including 1.0 ethics hour, to paralegals and legal assistants in Illinois. Paralegal certification is not required to participate in this course.

The National Federation of Paralegal Associations (NFPA) has approved this webinar for 6.0 total CLE credits, including 5.0 general CLE credits and 1.0 ethics CLE credit.

Attendance will be monitored, and attendance certificates will be available after the webinar for those who attend the entire course and score a minimum 80% on the quiz that follows the course (multiple attempts allowed).

On-Demand Credits
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