

Agenda

Assisting with Family Law Case Intake

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

A. Doner

Working With Divorce Clients and Opposing Counsel

- 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

A. Doner

Preparing Pleadings and Assisting with Motion Practice

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

D. Murphy Smith
R. Koob

Assisting with Alternative Dispute Resolution

- Assisting in family law mediation
- Understanding and assisting in divorce arbitration
- Assisting in the collaborative divorce process

D. Murphy Smith
R. Koob

Obtaining and Evaluating Financial Information

- 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

T. Coe
J. Shannon

Handling Ethical Issues in Family Law Practice

- 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

T. Coe
J. Shannon

Iowa Family Law Practice for Paralegals

Live, Interactive Webinar - Tuesday, May 7, 2024

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Learning Objectives

You'll be able to:

Assist with initial client interviews and prepare engagement letters.

Request temporary relief and prepare for temporary orders hearings.

Obtain and evaluate financial information on assets, debts, income and expenses.

Assist in mediation, arbitration and the collaborative divorce process.

Maintain client confidentiality and avoid the unauthorized practice of law.

HalfMoon Education Live Webinars

Iowa Family Law Practice for Paralegals

Live, Interactive Webinar - Tuesday, May 7, 2024



Assist with family law case intake

Prepare pleadings and assist with motion practice

Obtain and evaluate financial information

Assist in mediation, arbitration and the collaborative divorce process
Handle ethical issues

Continuing Education Credits

Paralegals

6.5 CLE Hours (Incl. 1.0 Ethics Hour)

National Association of Legal Assistants (NALA)

6.5 Total CLE Hours
5.5 Substantive CLE Hours
1.0 Legal Ethics CLE Hour

National Federation of Paralegal Associations (NFPA)

6.5 Total CLE Hours
5.5 General CLE Credits
1.0 Ethics CLE Credit



Webinar Information

Online - Tuesday, May 7, 2024

Log into Webinar 8:00 - 8:30 am CDT	Break 1:00 - 1:30 pm CDT
Morning Session 8:30 am - 1:00 pm CDT	Afternoon Session 1:30 - 4:00 pm CDT

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Faculty

Alexandra Doner is a family law attorney with Arenson Law Group in Cedar Rapids, Iowa. Her practice focuses on divorce, custody, and domestic abuse protective order matters, and she also works with some clients with cases in juvenile court. While she enjoys working on all types of family law cases, she takes particular interest in offering trauma-informed representation for clients who benefit from that approach. Ms. Doner likes to use technology to streamline the practice of family law and enjoys connecting with colleagues to share innovative ideas. She is a graduate of The University of Iowa College of Law and a member of the Iowa State Bar Association and the Linn County Bar Association. In the community, Ms. Doner serves on the Board of Directors for Iowa Humane Alliance, an organization that provides spay/neuter services to the community. When she's not at work, she's traveling, cheering on the Hawkeyes, or spending time with her loved ones and her Australian Cattle Dog, Maxine.

Roz Koob is a partner with Heidman Law. She enjoys a diverse practice of providing counseling and representation to individuals, companies, and Native American Tribes. Part of her practice includes advising individuals, companies, and insurance carriers in personal injury, products liability, construction defects and contractual disputes. Ms. Koob specializes in tribal law, including tribal representation in employment law, real estate transactions, contracts, administrative law, litigation, the Indian Child Welfare Act (ICWA), taxation law, sovereign immunity and providing general oversight on legal matters. She has represented tribal interests in state courts, federal courts, and tribal courts. She has also lectured frequently on the Indian Child Welfare Act. Rounding out her diverse practice is her work in family law representing individuals in divorces, custody, paternity determinations, child support recovery issues, adoptions, and juvenile court matters. Ms. Koob is certified in collaborative law (an alternative approach to the traditional divorce process), mediation and as a parent coordinator. She earned her B.A. degree from Briar Cliff College and her J.D. degree from Creighton University.

Diane Murphy Smith is an attorney with Heidman Law. She practices in the areas of family law, guardian/ conservatorship, insurance defense, Indian Child Welfare Act and tribal law, and criminal law groups. Before joining the Heidman Law Firm, Ms. Murphy Smith was an Assistant Attorney General for the State of Iowa where she worked as conflicts counsel attorney, representing the Iowa Department of Health and Human Services. She was also lead counsel on issues relating to Tribal-State relations Indian Child Welfare Act enforcement. Ms. Murphy Smith successfully developed a method to streamline Tribal Customary Adoption in Iowa. She represented the state on termination of parental rights appeals, subpoenas to DHHS, and complex child welfare cases. Prior to her work at the Attorney General's Office, Ms. Murphy Smith worked for over 14 years as an Assistant Woodbury County Attorney specializing in juvenile law and child welfare matters. She earned her B.B.A degree from the University of Iowa and her J.D. degree from Drake University Law School.

Tyler Coe is a shareholder with Dentons. He is a divorce and family lawyer known for his honest guidance, approachable demeanor, and high-conflict cases. Mr. Coe emphasizes collaboration and communication to understand and unravel his clients' often complicated situations, relationships, and work toward the best possible outcome for each client. He is adept at managing cases involving divorce, child custody, modifications, and high-conflict disputes. Mr. Coe is experienced with the unique needs and issues that arise in a mid-to-high asset family law matters. He routinely represents young professionals, established professionals, business owners, executives, and stay-at-home spouses. Mr. Coe assists in matters involving children and can help establish plans that prepare for their future. He earned his B.A. degree, *magna cum laude*, from Drake University, and his J.D. degree from the University of Iowa College of Law.

Jessica Shannon is an attorney with Dentons. Her main area of focus is divorce and family law. She represents clients in divorce proceedings, domestic relations trials, contested hearings, contempt hearings, child support hearings, and the appellate courts. Divorce is often a new and difficult time for Ms. Shannon's clients, and she works diligently to communicate and work with her clients to ensure their needs are met through their ongoing legal matters. She uses creative problem-solving, critical thinking, and a keen legal sense to help effectively resolve their issues. Ms. Shannon advocates for her clients in the courtroom as an adept trial attorney, having appeared in multiple counties across Iowa. However, she also understands the impact of litigation on her clients. For each case, she offers a pragmatic and strategic approach to help her clients obtain the best possible outcome, inside or outside the courthouse. Prior to becoming a lawyer, Ms. Shannon worked as a paralegal, earning her certification from Kirkwood Community College. She received her political science degree from the University of Iowa, and her J.D. degree, with honors, from Drake University Law School.

Credit Information

This webinar is open to the public and is designed to qualify for 6.5 CLE hours, including 1.0 ethics hour, to paralegals in Iowa. Paralegal certification is not required to participate in this course.

The National Association of Legal Assistants (NALA) has pre-approved this webinar for 6.5 total CLE hours, which includes 5.5 substantive CLE hours and 1.0 legal ethics CLE hour.

The National Federation of Paralegal Associations (NFPA) has pre-approved this webinar for 6.5 total CLE credits, which includes 5.5 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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