

Agenda

Managing Evidence Types of evidence • Reviewing and stipulating evidence Preserving evidence Expert witness search, coordination	A. Rogers C. Heisey
Assisting with Investigations Summarizing depositions Locating/Coordinating witnesses Reviewing pleadings and discovery	A. Rogers C. Heisey
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 Cast of characters	A. Rogers C. Heisey
Effectively Working with Opposing Counsel and Court Staff Analyzing methods of communication Standards for responding to emails Working with the courts Maintaining professionalism	A. Rogers C. Heisey
Assembling and Using Trial Notebooks Essentials of a trial notebook Organization of a trial notebook Uses for a trial notebook before and during trial Summaries of motions in limine, pretrial orders, fact summaries	A. Rogers C. Heisey
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 • In-office support during trial (other attorneys on your plate may not have trial – who is supporting them while you’re neck-deep in trial?) Avoiding the unauthorized practice of law	A. Rogers C. Heisey

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Trial Preparation for Indiana Legal Assistants

Live, Interactive Webinar - Monday, May 13, 2024

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Learning Objectives

- You’ll be able to:**
- Make** a discovery control plan and participate in pre-trial motion practice.
 - Review, manage** and **preserve** evidence.
 - Locate** witnesses and summarize depositions.
 - Respond** to emails and work with court personnel.
 - Assemble** trial notebooks and use them before and during trial.
 - Maintain** professionalism and avoid the unauthorized practice of law.



HalfMoon Education Live Webinars

Trial Preparation for Indiana Legal Assistants

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|---|---|
| Get an overview of pretrial procedure, motion practice and trial procedure | Work effectively with court staff and opposing counsel |
| Manage evidence | Assemble and use trial notebooks |
| Assist with investigations | 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 - Monday, May 13, 2024

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

Tuition
\$319 for individual registration.
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Faculty

Amanda Rogers
Paralegal at Paganelli Law Group
Ms. Rogers is a paralegal for Paganelli Law Group (PLG). She has previous litigation experience vis a vis drafting and filing documents in state and federal courts, completing legal research, case management, and e-discovery. Before arriving at PLG, she worked at the Indiana Attorney General's Office for five years, three of which were in the Complex Litigation Division focusing on the opioid crisis. Through her tenure, she assisted in litigation and settlement to attain \$12.5 million from one corporate marketing defendant, and \$507 million from four opioid distributing defendants. Ms. Rogers graduated from Ball State University, earning her bachelor of arts degrees double major in Legal Studies and Political Science with a German minor, and her master of arts degree in International Political Science. Ms. Rogers was the president of the Legal Studies Student Association, as well as a member of the Mock Trial Team. She also remains active in the Indianapolis legal community by being a member of the Indianapolis Bar Association Paralegal Committee's executive team. In her free time, Ms. Rogers is a proud member of Hoosier Burn Camp, a non-profit organization. She also loves spending time with her friends and family. She especially enjoys taking her two dogs, Tito and Rex, to dog parks or walking trails.

Cristy J. Heisey, IRP
Paralegal at Kroger Gardis & Regas, LLP
Ms. Heisey is currently a paralegal with the firm of Kroger Gardis and Regas, LLP (KGR). Since obtaining her paralegal certification in 2002 she has practiced in many areas of the legal field. Her career focus for the last five years at KGR has been on business litigation. Ms. Heisey is a member of the IndyBar and serves as a Litigation Co-Chair and the Technology Director of the Indiana Paralegal Association.

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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 Indiana. 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
The preceding credit information only applies to the live presentation. This course in an on-demand format is not pre-approved by any licensing boards and may not qualify for the same credits; please consult your licensing board(s) to ensure that a structured, asynchronous learning format is appropriate.

Additional Learning

- Using the State Plane Coordinate System**
- Online | Thursday, April 4, 2024 | 9:00 am - 4:30 pm CDT
 - Resolving Conflicts of Surveying Evidence**
- Online | Thursday, April 11, 2024 | 12:00 - 3:15 pm CDT
 - Aerial Mapping for Land Surveyors and Civil Engineers**
- Online | Tuesday, April 16, 2024 | 9:00 am - 4:30 pm CDT
 - Basics of Riparian Surveying**
- Online | Thursday, April 18, 2024 | 12:00 - 4:00 pm CDT
 - Land Descriptions**
- Online | Thursday, April 25, 2024 | 9:00 am - 12:00 pm CDT
- For more information and other online learning opportunities visit:
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