

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

B. Tollefson

Managing Evidence

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

B. Tollefson

Assisting with Investigations

- Summarizing depositions
- Skip tracing
- Coordinating witnesses
- Reviewing pleadings and discovery

J. Dineen

Assisting in Trial Prep and Role at Trial

- Preparing exhibits, exhibit binders and exhibit/witness Lists
- Assembling trial notebooks
- Making necessary reservations
- Jury selection
- Role during trial

J. Dineen

Effectively Working with Opposing Counsel and Staff

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

J. Suits, III

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

J. Gonzales

Can't Attend? Order the Webinar as an On-Demand Package!

Recordings of this webinar are available for purchase. See course listing online for more information and please refer to specific state licensing rules or certification requirements to determine if this learning method is eligible for continuing education credit.

Trial Preparation for Washington Legal Assistants

Live, Interactive Webinar - Thursday, August 8, 2024

NON-PROFIT
U.S. POSTAGE PAID
EAU CLAIRE, WI
PERMIT NO. 2016

HalfMoon Education Inc.
PO Box 278
Altoona, WI 54720-0278



Learning Objectives

You'll be able to:

Work on discovery plans and pre-trial motion practice.

Explore types of evidence, and discuss rules for admissibility of evidence.

Assist with depositions, skip-tracing and coordinating witnesses.

Prepare trial notebooks and exhibit/witness lists.

Work effectively with court personnel and opposing counsel.

Avoid ethical issues and the unauthorized practice of law.



HalfMoon Education Inc.,
Your LIVE Education Leader Presents

Trial Preparation for Washington Legal Assistants

Live, Interactive Webinar - Thursday, August 8, 2024



Get an overview of civil litigation procedure

Learn about classifying evidence, and explore rules for admissibility

Assist with investigations and trial preparation

Work effectively with opposing counsel and court staff

Get tips on preparing exhibits and assembling trial notebooks

Comply with ethics rules for attorneys and paralegals

Continuing Education Credits

Paralegals

6.0 CLE Hours (Incl. 1.0 Ethics Hour)

National Federation of Paralegal Associations (NFPA)

6.0 CLE Credits (Incl. 1.0 Ethics Credit)

Limited License Legal Technicians

6.0 CLE Credits (Incl. 1.0 Ethics Credit)



HalfMoon Education Inc.
WWW.HALFMOONSEMINARS.ORG

Webinar Information

Online - Thursday, August 8, 2024

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

Tuition
\$339 for individual registration.
\$309 for two or more registrants from the same company at the same time.
Included with your registration: PDF seminar manual.

- How to Register**
- Visit us online at www.halfmoonseminars.org
 - Call customer service at 715-835-5900

Webinars are presented via GoToWebinar. Instructions and login information will be provided in an email sent close to the date of the webinar. For more information, please visit our FAQ section of our website, or visit www.gotowebinar.com.

Cancellations: Cancel at least 48 hours before the start of the webinar, and receive a full tuition refund, minus a \$39 service charge for each registrant. Cancellations within 48 hours will receive a credit toward another webinar or the on-demand package. You may also authorize another person to take your place.

Learn More and Register:
www.halfmoonseminars.org
Customer Service (715) 835-5900 Ext. 1

or scan here



Faculty

Brian Tollefson *Black Robe Dispute Resolution Services, PLLC*
Mr. Tollefson is a principal at Black Robe Dispute Resolution Services, PLLC. He also serves as a pro-tem judge for Pierce County Superior Court. Previously, he served as a judge for Pierce County Superior Court for more than 27 years. During his time on Superior Court, he was on the executive committee, served as presiding judge, and participated on a number of local Superior Court committees. He served on several committees in the Washington State Superior Court Judges Association and as a trustee on the association’s board of trustees for five years.

Jodi Dineen *Paralegal at Etter, McMahon, Lamberson, Van Wert & Oreskovich*
Ms. Dineen has been a paralegal for 34 years, first starting out in California and then in Spokane since 2000. For the past 23 years that she has been at EMLVO where she has assisted her attorneys with cases in criminal law, personal injury and business litigation. Her “super powers” are managing large volumes of discovery, preparing for trial and attending trial as a “Jodi of All Trades”.

James C. Suits II *Suits Litigation, Inc.*
Suits Litigation, Inc. focuses on representing individuals who have been severely injured in catastrophic accidents. Mr. Suits spends substantial time listening to his clients, analyzing all potential legal strategies, and working closely with them throughout the entire litigation process in order to achieve the best results possible. His broad litigation experience brings the kind of judgment, expertise, and problem solving that each unique legal situation requires. Mr. Suits has 17 years of experience as a lawyer handling a broad range of civil litigation in San Jose, California, and he founded the Law Office of James C. Suits II in 2012. Prior to 2012, Mr. Suits’ litigation experience included working as an associate attorney for Robinson Wood, Inc. and Tharpe Howell, LLP, as well as a Law Clerk for the Civil Liability Division of the Los Angeles City Attorney’s Office. Mr. Suits graduated with honors from the University of California, Santa Barbara, and obtained a bachelor of arts degree in Chemistry in 1997. He obtained his juris doctor degree in 2003 from the University of Southern California Law School in Los Angeles, California. In 2004, Mr. Suits was admitted to practice law in California. He is admitted to practice in both California state courts and US federal courts. Mr. Suits is a Member of the State Bar of California and his state bar number is 229990. Mr. Suits also serves as a mediator for the Civil Early Settlement Conference Program (Local Civil Rule 4) administered by Santa Clara County Superior Court.

Joshua F. Gonzales *CORR | CRONIN*
Mr. Gonzales’ practice focuses on policyholder insurance coverage litigation and general commercial disputes. Prior to joining Corr Cronin, Mr. Gonzales practiced at law firms in both California and Washington, where he specialized in defending financial and insurance institutions in matters involving insurance coverage, insurance bad faith, and regulatory compliance. While pursuing his law degree at University of California, Davis School of Law, Mr. Gonzales served as a member of the UC Davis Immigration Law Clinic, representing immigrant families in asylum proceedings and affirmative change-of-status applications. He also completed a legal fellowship with the UC Davis Office of the Campus Counsel, where he advised University departments on issues ranging from medical privacy law to freedom of speech on campus.

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. Paralegal certification is not required to participate in this course.

This webinar has been approved by the National Federation of Paralegal Associations (NFPA) for 6.0 total CLE credits, which includes 5.0 general CLE credits and 1.0 ethics CLE credit.

This webinar has been approved by the Washington State Bar Association for CLE accreditation for Limited License Legal Technicians (LLLTs). This course offers 6.0 total CLE credits, including 1.0 ethics CLE credit, to Limited License Legal Technicians (LLLTs) in Washington.

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.

Can’t Attend? Order the Webinar as an On-Demand Package!
Recordings of this webinar are available for purchase. See details online for more information and please refer to specific state licensing rules or certification requirements to determine if this learning method is eligible for continuing education credit.