

HalfMoon Education Live Continuing Education Webinars

Fundamentals of Legal Assisting in Alaska

Online - Monday, December 16, 2024 | 8:30 am - 4:00 pm AKST

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National Federation of Paralegal Associations (NFPA):

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Basics of Law Office Management and Operation in Alaska

M. DeLauriea

- Law office organization
- Staff roles and responsibilities
- Awareness of attorney regulation and ethics rules
- Managing contacts with potential clients and other law firms
- Participating in client intake process
- Creating, organizing and maintaining files
- Client communications
- Client billing and accounting practices

Basics of Alaska State Civil Litigation

D. Waters

- Types of civil matters
- State court vs. federal court practice
- Prerequisites for litigation
- Alternatives to litigation: mediation, arbitration, negotiation
- The civil discovery process
- Preparing for trial
- Civil trials
- Post-judgment matters and appeals

Legal Ethics for Legal Assistants

D. Waters

- 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

Locating Sources of Alaska Law

M. Rose

- Sources of Federal laws and regulations
- Sources of Alaska laws and regulations
- Finding case law
- Using secondary sources
- Evaluating sources and information obtained

Document Drafting and Editing

E. Lee

- Legal terminology
- Drafting legal documents
- Editing legal documents
- Updating legal references
- Proofreading skills

Presented by

Maureen DeLauriea has been in the legal field for over 35 years. Ms. DeLauriea has a paralegal degree from the University of Alaska Fairbanks. She began teaching in the Paralegal Studies program at UAF in 2017 and has enjoyed sharing her knowledge and experience with the students. She currently works in a law firm that handles worker's compensation, family law, probate, and personal injury.

Deana M. Waters, M.Ed., ACP, was employed as a paralegal with a private law firm in Fairbanks, Alaska, for 15 years, where she specialized in civil litigation, family law, workers' compensation and collections. She earned the Certified Paralegal (CP®) credential in 2005 and the Advanced Paralegal Certification (ACP®) in Discovery in 2007. In 2015, she was appointed program coordinator and faculty for UAF's Community & Technical College Paralegal Studies program.

Michael Rose is a partner with North Star Law Group. He is a lifelong resident of Anchorage, receiving his undergraduate at UAA. Mr. Rose has litigated cases throughout Alaska, most notably as part of a trial team that won a \$51.3 million verdict in a business litigation case. He maintains a varied civil litigation and trial practice, and has litigated cases in both federal and state court in Alaska, including arguing in front of the Alaska Supreme Court.

Erica S. Lee has spent over ten years working as a paralegal at both in-house and remote firms within various areas of law. She has a B.S. degree in Paralegal Studies from Liberty University and an A.A.S. in Paralegal Studies from the University of Alaska Anchorage. At Remote Paralegal Solutions, LLC, Ms. Lee and her team specialize in all aspects of the legal process for family law, corporate law, transactional law, probate, estate planning, and real estate.

Tuition

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This course has been approved by the National Federation of Paralegal Associations (NFPA) 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).

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