

HalfMoon Education Live Continuing Education Webinars

Trial Preparation for Virginia Paralegals and Legal Assistants

Online - Friday, December 6, 2024 | 9:00 am - 4:00 pm EST

Credits:

Paralegals: 6.0 CLE Hours

National Federation of Paralegal Associations (NFPA): 6.0 CLE Credits

HalfMoon Education Inc.
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Overview of a Civil Trial

J. Baez

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

Effectively Working

J. Figueroa Rentas

with Opposing Counsel and Staff

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

Client Communication

J.C. Suits II

- Scheduling meetings
- Updates on case progress
- Email correspondence
- Obtaining essential information

Assembling and Using Trial Notebooks

J. Mims

- Essentials of a trial notebook
- Organization of a trial notebook
- Uses for a trial notebook before trial
- Uses of a trial notebook during trial

Tuition

\$339 for individual registration.

\$237 per attendee for group registrations of two or more people registering at the same time for the same program.

That's a savings of 30 percent!

Included with your registration: PDF seminar manual.

Jesse Baez *Attorney, Brooks & Baez*

Mr. Baez is a highly experienced trial lawyer who practices in the areas of family law, criminal law, and personal injury. He has served as a guardian ad litem for children and incapacitated adults. Mr. Baez has successfully litigated cases in Virginia's General District Courts, the Juvenile and Domestic Relations District Courts, and the Circuit Courts. He is a graduate of McGill University and the Pennsylvania State University Dickinson School of Law. Mr. Baez also worked for the New York State Supreme Court Appellate Division, First Judicial Department, and the New York City Comptroller's Office during his time at Penn State Law.

Juan Pablo Figueroa Rentas, *VARP Executive Paralegal/Legal Assistant with Donita King Law Offices, PLC*

As a bilingual certified paralegal from Puerto Rico, Mr. Figueroa helps both English and Spanish-speaking clients. He manages the office as well as provides assistance in discovery, scheduling, case filings, and research. Mr. Figueroa also helps coordinate Hague family matters.

James C. Suits II *Chief Executive Officer Suits Litigation, Inc., California Personal Injury Law*

Mr. Suits has been a practicing attorney for 20 years and focuses his practice on representing individuals who have been severely injured in a wide range of accidents. He also serves as a mediator for the Civil Early Settlement Conference Program for the Santa Clara County Superior Court. He obtained his law degree from the University of Southern California Law School in 2003. Mr. Suits is a member of the State Bar of California.

Jonathan Mims *Wicker Smith O'Hara McCoy & Ford, P.A.*

Mr. Mims brings over seven years of dedicated experience to the legal field, with a passion for family law that spans more than three years. His unique blend of legal expertise and a background in technology and mathematics enriches his approach to complex cases. Mr. Mims is a paralegal who thrives on the intersection of law, technology, and a genuine desire to help families navigate the complexities of the legal system.

For more information on the presenters, including full biographies: Please visit www.halfmoonseminars.org or scan the QR code

Credit Information

This webinar is open to the public and is designed to qualify for 6.0 CLE hours for paralegals in Virginia. Paralegal certification is not required to participate in this course.

This course has been approved by the National Federation of Paralegal Associations (NFPA) for 6.0 general CLE credits. Approval is active for one year from presentation date.

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.

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