

# Agenda

## Assisting with Family Law Case Intake

Assisting with initial client interview  
Preparing engagement letter, opening file  
Collecting information

R. Laborde,  
B. Jentsch

## Preparing Pleadings and Assisting with Motion Practice

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

R. Laborde,  
B. Jentsch

## Obtaining and Evaluating Financial Information

Identifying relevant information on assets, debts, income and expenses

L. Sinitz

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

## Assisting with Child Custody and Placement Issues

Current status of custody law in Wisconsin  
Obtaining relevant information  
Client interview, custody questionnaires,  
authorizations for disclosure, using formal discovery  
Working with guardian-ad-litem  
Working with experts  
Drafting and reviewing parenting plans

L. Sinitz

## Preparing Marital Settlement Agreements

Assisting with different types of agreements  
Property agreements  
Support agreements  
Child-related agreements  
Keller agreements

N. Pasquale,  
B. Jentsch

## Enforcing and Modifying Family Law Orders and Decrees

Implementing divorce decrees and orders  
Preparing and filing the decree  
Enforcing judgments and orders  
Enforcing custody orders  
Modifying decrees and orders  
Determining which parts of a decree or order are subject  
to modification, deciding when to seek modification  
Assisting in modification actions

C. Kaplan

## 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

C. Kaplan

Wisconsin Family Law Practice for Paralegals  
Brookfield, WI - Tuesday, February 27, 2018

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## Learning Objectives

### You'll be able to:

**Explore** the current status of custody and placement law and outline the process of drafting and reviewing parenting plans.

**Examine** how financial information is obtained, evaluated and reported in financial statements.

**Discuss** initial client interview and collection of case intake information.

**Learn** about preparation of initial pleadings, requests for temporary relief and temporary orders.

**Understand** preparation of various marital settlement agreements.

**Review** the preparation and enforcement of divorce decrees and orders and learn about seeking modifications.



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**Discuss** initial client interview and collection of case intake information

**Learn** about the preparation of initial pleadings, requests for temporary relief and temporary orders

**Examine** how financial information is obtained, evaluated and reported in financial statements

**Outline** the current status of custody and placement law and discuss the process of drafting and reviewing parenting plans

**Understand** preparation of various marital settlement agreements

**Review** the preparation and enforcement of divorce decrees and orders and get tips on seeking modifications

**Study** ways of handling ethical issues encountered in family law practice

### Continuing Education Credits

**This seminar offers paralegals 6.5 CLE hours, including 1.0 ethics hour, that have been approved by the NALA and NFPA.**



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# Faculty

**Rachel R. Laborde** is an attorney with Kaehne, Cottle, Pasquale & Associates, S.C. in the Sheboygan office. A certified collaborative family law lawyer, she obtained her Bachelor of Arts degree in Spanish Language, Literature and Culture from Marquette University and subsequently earned her Juris Doctor degree from Marquette University Law School. Ms. Laborde has been practicing family law in the Sheboygan area for the last four years and presently sits on the Leadership Development Committee and Mentorship Committee for the Wisconsin State Bar. Attorney Laborde is also on the Board of Directors, as the treasurer, for Lakeshore Community Health Care. She is passionate about providing comprehensive, aggressive and compassionate legal services for individuals navigating the nuances of the family court system.

**Nicholas J.B. Pasquale** is a senior partner at Kaehne, Cottle, Pasquale & Associates, S.C., a full service law firm with offices in Sheboygan, Neenah, Appleton, and Green Bay. Mr. Pasquale specializes in family law and debt relief law, including Chapters 7 and 13 under the Federal Bankruptcy Code and Voluntary Amortization of Debt Actions.

Mr. Pasquale is a frequent CLE presenter to judges and attorneys around the State on how bankruptcy can impact family law judgments.

**Linda M. Sinitz** is an attorney with Ratzel Pytlik & Pezze, LLC. Ms. Sinitz attended Marquette University Law School and upon graduation in 1985, she joined a litigation firm in Milwaukee, Wisconsin. She then operated her own practice for 15 years before joining Ratzel, Pytlik & Pezze, LLC. She has extensive trial experience, with concentrations in family law and insurance litigation. Ms. Sinitz has over 30 years of experience in the practice of law. She now focuses her practice in family law, and represents both men and women in divorce and paternity related issues in courts throughout the State of Wisconsin. Ms. Sinitz has met the state requirements to be, and is, a family mediator. She also is frequently appointed by judges to represent the best interests of children and incompetent adults in contested custody and placement cases.

**Corinne Kaplan** is president and shareholder of Kaplan Law Firm, S.C. Ms. Kaplan has been practicing law for 30 years. A graduate of Indiana University for both her undergraduate and graduate educations, she received an undergraduate degree in Political Science and a J.D degree with specialties in Taxation and Securities. Attorney Kaplan was admitted to the State Bar of Wisconsin in 1984. While an extremely skilled family law practitioner, she is also very well versed in real estate law, business and taxation law, personal injury law, and sport law. Before pioneering Kaplan Law Firm, S.C., Ms. Kaplan worked as an attorney at other firms, as an

accountant and tax specialist for Peat, Marwick, Mitchell & Co., and as a consult and register representative for Kidder, Peabody & Co. Also, Attorney Kaplan worked as a mediator and arbitrator for Alternative Dispute Resolutions, Inc. Attorney Kaplan served as the 2010 president of the Ozaukee County Bar Association. She has been a frequent keynote speaker nationally, and she has been a presenter at continuing legal education seminars in business, tax, and family law areas. Besides law, Ms. Kaplan is passionate about her 28 year teaching career. She has been a professor at Cardinal Stritch University teaching a wide range of courses which allows her to remain current both in technology and in legal issues.

**Billie Jo Jentsch** is an experienced divorce and family law paralegal with Kaehne, Cottle, Pasquale & Associates, S.C. Ms. Jentsch graduated from Moraine Park Technical College with a Legal Secretary Associates Degree in 1993 and subsequently received the Registered Paralegal designation on June 26, 2000 from the National Federation of Paralegal Associations. She is one of only ten paralegals in the State of Wisconsin with this distinguished designation. With 25 years of experience in family law, Ms. Jentsch is passionate and knowledgeable about all divorce and family law matters including: paternity, child custody, physical placement of a minor child, child support, maintenance, absolute divorce, legal separation and post-judgment modifications.

# Seminar Information

**Sheraton Milwaukee Brookfield Hotel**  
375 South Moorland Road  
Brookfield, WI 53005  
(262) 364-1100

Registration  
8:00 - 8:30 am  
Morning Session  
8:30 am - 12:15 pm  
Lunch (On your own)  
12:15 - 1:15 pm  
Afternoon Session  
1:15 - 4:30 pm

## Tuition

**\$279** for individual registration  
**\$259** for three or more registrations.

Each registration includes a complimentary continental breakfast and printed seminar manual.

**Receive a reduced tuition rate of \$101** by registering to be our on-site coordinator for the day. For availability and job description, please visit [www.halfmoonseminars.org](http://www.halfmoonseminars.org).

## How to Register

- Visit us online at [www.halfmoonseminars.org](http://www.halfmoonseminars.org)
- Mail-in or fax the attached form to 715-835-6066
- Call customer service at 715-835-5900

**Cancellations:** Cancel at least 48 hours before the start of the seminar, and receive a full tuition refund, minus a \$39 service charge for each registrant. Cancellations within 48 hours will receive a credit toward another seminar or the CD/manual package. You may also send another person to take your place.

## Continuing Education Credit Information

This seminar is open to the public and offers 6.5 CLE hours, including 1.0 ethics hour, to paralegals. The National Association of Legal Assistants and the National Federation of Paralegal Associations have each approved this seminar.

Attendance will be monitored, and attendance certificates will be available after the seminar for most individuals who complete the entire event. Attendance certificates not available at the seminar will be mailed to participants within fifteen business days.

## Can't Attend? Order the CD/Manual Package:

An audio recording of this seminar is available for \$289 (including shipping). Allow five weeks from the seminar date for delivery. Please refer to specific state licensing rules or certification requirements to determine if this learning method is eligible for continuing education credit.

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[www.halfmoonseminars.org](http://www.halfmoonseminars.org)

# Registration

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How to Register	
<b>Online:</b> <a href="http://www.halfmoonseminars.org">www.halfmoonseminars.org</a>	
<b>Phone:</b> 715-835-5900	
<b>Fax:</b> 715-835-6066	
<b>Mail:</b> HalfMoon Education Inc., PO Box 278, Altoona, WI 54720-0278	
<b>Complete the entire form.</b> Attach duplicates if necessary.	
<b>Registrant Information</b> Name: _____ Company/Firm: _____ Address: _____ City: _____ State: _____ Zip: _____ Occupation: _____ Email: _____ Phone: _____	
<b>Additional Registrants:</b> Name: _____ Occupation: _____ Email: _____ Phone: _____ Name: _____ Occupation: _____ Email: _____ Phone: _____	
Email address is required for credit card receipt, program changes, and notification of upcoming seminars and products. Your email will not be sold or transferred.	
( )  I need special accommodations. Please contact me.	

## Tuition

( ) **I will be attending the live seminar.** Single Registrant - **\$279.00**. Three or more registrants from the same company registering at the same time - **\$259.00** each.

( ) **I am not attending.** Please send me the CD manual package for **\$289.00**. (S&H included. Please allow five weeks from seminar date for delivery)

**Checks:** Make payable to HalfMoon Education Inc.

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