

# Agenda

## Preparing Pleadings and Assisting with Motion Practice

E. Ross

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

## Obtaining and Evaluating Financial Information

H.R. Baird

- Identifying relevant information on assets, debts, income and expenses
- 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 Visitation Issues

L. Melhart

- Current status of custody law in Texas
- 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

## Enforcing and Modifying Family Law Orders and Decrees

A. Pingnot Key

- Implementing divorce decrees and orders
  - Preparing and filing the decree
  - Preparing other necessary documents
  - Enforcing judgments and orders
  - Enforcing temporary orders
  - Enforcing custody orders
  - Enforcing support 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

## Handling Ethical Issues in Family Law Practice

M. Purvis

- 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

## Working with Divorce Clients and Opposing Counsel

R. Armstrong

- Establishing and maintaining good communication with clients
- Methods of communication and contents of communications
- Guidelines for responding to client communications
- Working with difficult clients
- Working with the courts and opposing counsel
- Maintaining professionalism

**Texas Family Law Practice for Paralegals**  
Arlington, TX - Thursday, February 14, 2019

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# Learning Objectives

## You'll be able to:

**Assist** with the preparation of initial pleadings and temporary orders.

**Identify** relevant financial information on assets, debts, income and expenses.

**Examine** current status of custody law in Texas.

**Comply** with rules of professional responsibility and ethics guidelines for attorneys and paralegals.

**Maintain** professionalism while working with divorce clients, courts, and opposing counsel.



# Texas Family Law Practice for Paralegals

Arlington, TX - Thursday, February 14, 2019



**Learn** how to assist with motion practice

**Obtain** and **evaluate** financial information

**Assist** with child custody and visitation issues

**Explore** options for enforcing and modifying family law orders and decrees

**Discuss** ethical issues in family law practice

**Maintain** good communication with clients

## Continuing Education Credits

### Texas Certified Paralegals

- 6.5 Family Law CLE Hours
- 6.5 Civil Trial Law CLE Hours

### NFPA

- 6.5 CLE hours (1.0 Ethics Hour)



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# Faculty

**Emily T. Ross** *Law Office of Emily T. Ross, PLLC*  
Ms. Ross practices exclusively family law in Montgomery and Harris Counties. In addition to being a member of the Montgomery County Bar Association and Houston Bar Association, she is an active member of the Burta Rhoads Raborn Family Law American Inn of Court, an organization focused on mentoring attorneys and enriching the practice of family law through education and ethical awareness. Ms. Ross also serves on the Bill Review Committee of the Texas Family Law Foundation, reviewing and advising on legislation that impacts family lawyers and their clients throughout Texas. She earned her B.S. degree in Psychology and Criminology from Florida State University and her J.D. degree from Baylor University School of Law.

**Holly Rampy Baird** *Orsinger, Nelson, Downing and Anderson, LLP*  
Ms. Baird’s practice is limited solely to family law. She graduated from Texas Tech University School of Law in 2006 and earned her undergraduate degree from Hardin-Simmons University in 2002, where she graduated with a double major in Finance and Economics. Ms. Baird’s background in finance laid the groundwork for her practice which is focused on cases involving complex property divisions. She also handles cases involving difficult child custody matters in divorces, modifications, paternity suits, and enforcements. Ms. Baird was licensed to practice law in Texas in November 2010, and she is board certified in family law by the Texas Board of Legal Specialization. She was selected as a Rising Star by Thomas Reuters each year from 2014 to 2018, and she was named as one of the top 50 up-and-coming Women and top 100 up-and-coming Attorneys in Texas in 2017, as published in *Texas Monthly* magazine. She was also selected to *D Magazine’s* list of Best Lawyers Under 40 in 2018. Ms. Baird is a member of the Family Law Section of the Dallas Bar Association, the Texas Family Law Foundation, the Dallas Association of Young Lawyers and its foundation, and the Annette Stewart American Inn of Court.

**Lauren Melhart** *Kinser & Bates, LLP*  
Ms. Melhart has been licensed to practice law in Texas since 2007 and earned board certification in family law from the Texas Board of Legal Specialization in 2014. Ms. Melhart has extensive experience within the family law field, including several years as a prosecutor representing the Department of Family and Protective Services. As a CPS prosecutor, Ms. Melhart received the award for excellence in serving children from Court Appointed Special Advocates (CASA) of Trinity Valley. She has also been named by Super Lawyers as a Texas Rising Star each year since 2013 and is on the faculty for the NITA/American Bar Association Family Law Trial Advocacy Institute held in Boulder, Colorado, every July.

# Seminar Information

**The Bob Duncan Center**  
2800 South Center Street  
Arlington, TX 76014  
(817) 465-6661

**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 registrants from the same company at the same time.

**Included with your registration:** *Complimentary continental breakfast and printed seminar manual.*

- 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

**Can’t Attend? Order the Manual and the Audio from the Live Seminar as a Self-Study Package!**  
An audio recording of this seminar is available for \$289. Allow four 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.

**Aimee Pingenot Key** *Goranson Bain, PLLC*  
Ms. Pingenot Key exclusively practices family law. She has been selected for inclusion in *Texas Monthly* “Rising Stars” each year since 2006. Prior to practicing law, Ms. Pingenot Key was the program director of a supervised visitation facility for families in Austin as well as an elementary school teacher with the non-profit program, Teach for America. She received a B.A. degree in Psychology, with honors, an M.S. degree in Social Work, with honors, and a J.D. degree from the University of Texas at Austin. Ms. Pingenot Key is board certified in family law and speaks and writes frequently on issues in family law.

**Michelle Purvis** *Attorney at Law*  
Ms. Purvis earned her bachelor of science degree in English from the University of Houston in 1995 and her J.D. degree from South Texas College of Law in 1998. She was admitted to the State Bar of Texas in May, 1999. Ms. Purvis practiced family law in Houston with a preeminent family law firm where she gained experience in complex and highly-contested family law cases. She has also authored and co-authored CLE articles, spoken at various CLE events, and served as a planning-committee member for a CLE seminar presented by South Texas College of Law. Ms. Purvis has also worked as a legal and business consultant and research coordinator for corporate entities and volunteered for political campaigns. Ms. Purvis is currently in private practice focusing on family law in Southlake, Texas, and represents clients throughout the greater Dallas/Fort Worth metroplex.

**Rebecca Armstrong** *KoonsFuller Family Law*  
Ms. Armstrong is a Board Certified Family Law Attorney and a partner at KoonsFuller PC, the Southwest’s largest family law firm. Her specialties include divorce, custody, collaborative law, property division and premarital agreements. She has been honored as a Texas Monthly SuperLawyers “Rising Star” for five consecutive years, top 100 up and coming in Texas, and top 50 up and coming female in Texas since 2016. She is one of *D Magazine’s* Best Lawyers under 40, and listed as one of America’s “Best Lawyers” by *U.S. News and World Report*. Ms. Armstrong has served on the Board of Directors for the Family Law Section of the Dallas Bar Association and is on the Board of Directors for the Collin County Women Lawyers Association. She is a past President of the Collin County Young Lawyers Association and was named 2015’s “Lawyer of the Year.” For the past five years, she has served on the Board of Directors for one of Collin County’s most notable charities, City House, an emergency children’s shelter and youth crisis center. It’s this type of devotion to children, who are usually the most vulnerable parties during a divorce, that drives Ms. Armstrong. She received her Juris Doctorate degree from Southern Methodist University’s Dedman School of Law and her Bachelor of Arts degree from Texas A&M University, College Station.

## Continuing Education Credit Information

This seminar is open to the public. The Texas Board of Legal Specialization has approved this course for 6.5 CLE hours in the specialty area of Family Law and Civil Trial Law.

The National Federation of Paralegal Associations and the National Associate of Legal Assistants have each approved this seminar for 6.5 CLE hours, including 1.0 ethics hour.

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.

# Registration

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<b>How to Register</b>		<b>Registrant Information</b>
<b>Online:</b> <a href="http://www.halfmoonseminars.org">www.halfmoonseminars.org</a>		Name: _____ Company/Firm: _____ Address: _____ City: _____ State: _____ Zip: _____ Occupation: _____ Email: _____ Phone: _____
<b>Phone:</b> 715-835-5900		
<b>Fax:</b> 715-835-6066	<b>Code:</b>	<b>Additional Registrants:</b> Name: _____ Occupation: _____ Email: _____ Phone: _____ Name: _____ Occupation: _____ Email: _____ Phone: _____
<b>Mail:</b> HalfMoon Education Inc., PO Box 278, Altoona, WI 54720-0278		
<b>Complete the entire form.</b> Attach duplicates if necessary.		
		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 self-study package for **\$289.00**.  
☐ Downloadable MP3 Audio/PDF Manual  
☐ CD/Manual Package  
(S&H included. Please allow five weeks from seminar date for delivery)

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

**Credit Card:** *Mastercard, Visa, American Express, or Discover*

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV2 Code: \_\_\_\_\_

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