

Agenda

Presented by Jonathon Hance and Margie Putman

Complying with Rules of Professional Conduct and Ethics During Litigation

- Duty to preserve client confidences
- Duty to keep clients fully informed
- Duty to be competent and diligent
- Duties of truthfulness, candor and full disclosure
- What does unauthorized practice of law mean?
- A paralegal's ethical responsibilities
- What a paralegal should NOT do

Investigation Skills for Paralegals

- Use CRAAP
 - Currency
 - Relevance
 - Authority
 - Accuracy
 - Purpose
- Characteristics of strong sources of information
- Preliminary investigations

Evidence – Admissible or NOT

- Rules for admissibility of evidence
- Rules defining “relevant” evidence
- Types of evidence
 - Documentary evidence
 - Demonstrative evidence
 - Testimonial evidence
 - Physical evidence
 - Circumstantial evidence
 - Forensic evidence

Assisting with Formal Discovery

- What discovery is and what is it for?
- Types of discovery requests
 - Requests for disclosure
 - Requests for admissions
 - Interrogatories
 - Depositions
 - Request for production
 - Mental or physical examinations
- Drafting and responding to discovery
- Participating in motions to compel discovery
- Managing/organizing discovery and evidence

What is eDiscovery and the EDRM Model?

- Information governance
 - Identification
 - Preservation
 - Collection
 - Processing
 - Review
 - Analysis
 - Production
 - Presentation
- Difference between eDiscovery and forensics

Records Management and Litigation

- Records management process
 - The life cycle of a record
 - Records management activities
- Applying the records diagram to your case

Discovery and Evidence for Paralegals

Houston, TX - Wednesday, December 18, 2019

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:

Discuss rules of professional conduct, including duties of confidentiality, competence, truthfulness, candor and full disclosure.

Explore investigation skills for paralegals.

Examine types of evidence, such as documentary evidence, demonstrative evidence, testimonial evidence and physical evidence.

Learn about assisting with requests for disclosure, requests for admission, interrogatories and requests for production.

Assist with eDiscovery and the identification, preservation, and collection of electronic evidence.



Discovery and Evidence for Paralegals

Houston, TX - Wednesday, December 18, 2019



Learn to comply with the rules of professional conduct and ethics during litigation

Understand what evidence is admissible and what is not

Discuss assisting with formal discovery

Learn the difference between eDiscovery and forensics

Discuss records management and litigation

Continuing Education Credits

Texas Certified Paralegals

- 6.5 Family Law Hours
- 6.5 Civil Trial Law Hours
- 6.5 Personal Injury Trial Law Hours

NALA & NFPA

- 6.5 CLE Hours (1.0 Ethics)



HalfMoon Education Inc.
WWW.HALFMOONSEMINARS.ORG

Faculty



Jonathon Hance *Partner, Bracewell LLP, Law Firm, Houston, TX*

Mr. Hance is both a litigator and an intellectual property lawyer. As a litigator, he is at home in the court room, where he represents both plaintiffs and defendants and works hard to enforce his clients' intellectual property rights and data confidentiality rights, to protect his clients' brands, and to resolve complex commercial disputes in the design and construction, real estate, energy, healthcare and technology industries. As an IP lawyer, Mr. Hance works to protect and monetize his clients' innovations and protect his clients' brands across a variety of sectors, including the energy, real estate, and technology industries. He also advises healthcare institutions regarding corporate governance issues and patient data privacy and protection under the Health Insurance Portability and Accountability Act (HIPAA). Mr. Hance has degrees from Southern Methodist University in Applied Mathematics, Computer Science and Viola Performance and J.D. degree from Washington and Lee University School of Law. He is a Certified Licensing Professional (CLP), and he served as a judicial clerk to the Honorable Jennifer Walker Elrod of the United States Court of Appeals for the Fifth Circuit. Prior to the practice of law, Mr. Hance served as the director of information and technology for a mid-size restaurant company where he actively participated in key technology and business decisions relating to corporate back-end computing services, point-of-sale and point-of-transaction systems and web-interface design. He also served as a mathematical consultant for the Bank of America Private Bank where he developed financial portfolio projection and analysis software using the Monte Carlo method.



Margie Putman *CP, NCPM, Putman Paralegal Firm, LLC, Sugar Land, Texas*

Ms. Putman has been in the legal field since 1991 and she has worked for small and large law firms. In 2010, she graduated *cum laude* from the University of Houston with a BBA degree in Management, and she earned a Certificate of Entrepreneurship from Bauer College of Business. Ms. Putman's last employer was Bracewell, LLP where she worked for nearly seven years. She has experience in civil litigation, personal injury, intellectual property law, class action lawsuits and other practice groups. In October 2018, upon hearing that she successfully passed the NALA exam, she pursued her idea of being an entrepreneur and combining her business degree with her NALA Paralegal Certification and opening her own paralegal firm. Ms. Putman owns Putman Paralegal Firm, LLC which opened in October 2018. The vision she has for her paralegal firm is to one day have at least one paralegal in every area of law at her firm. She knows this needs to begin with her, so she's open to working with all practice groups. Ms. Putman is also a Texas mediator. In early September of 2019, she received mediation training from the Austin Dispute Resolution Center to satisfy the Texas Statutory requirement for mediation training in Texas and for admission into the Texas Mediator Credentialing Association. For a limited time, she will be offering pro bono mediations. In addition to the State Bar of Texas Paralegal Division – Online CLE Committee chair, she is also member of the Houston Metropolitan Paralegal Association and serves on the Board of Directors as recording officer. Ms. Putman contributes to the HMPA Newsletter and enjoys staying busy with paralegal events. She welcomes attorneys, paralegals or students to approach her with comments and suggestions concerning the development and growth of the paralegal profession.

Professional Affiliations: Member of National Association of Legal Assistants, Active Member of the State Bar of Texas Paralegal Division, Voting Member for the Houston Metropolitan Paralegal Association and Member of the National Notary Association.

Ms. Putman is a proud sponsor of the 2019 Bluebonnet Rescue Horse Training Challenge. She also supports the five branches of our armed forces and all first responders. In her spare time, Ms. Putman enjoys running, spending time outdoors and loves to travel with her family.

Seminar Information

Marriott West Loop - By the Galleria

1750 West Loop South
Houston, TX 77027
(713) 960-0111

Tuition

\$289 for individual registration
\$269 for three or more registrations.

Included with your registration: 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.

How to Register

- Visit us online at 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 self-study package. You may also send another person to take your place.

Registration
8:00 - 8:30 am
Morning Session
8:30 - 11:45 am
Lunch (on your own)
11:45 am - 12:45 pm
Afternoon Session
12:45 - 4:30 pm

Continuing Education Credit Information

This seminar is open to the public and has been approved by the Texas Board of Legal Specialization for 6.5 CLE hours for certified paralegals in the areas of Family Law, Civil Trial Law, and Personal Injury Trial Law.

The National Association of Legal Assistants and the National Federation of Paralegal Associations have each approved this course 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.

Can't Attend? Order the Manual and Audio from the Live Seminar as a Self-Study Package!

Audio recordings of this seminar are available for purchase starting at \$269. See registration panel 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.

Additional Learning

Federal Fiduciary Income Tax Workshop

A Two-Part, Online Webinar Series

Wednesday, December 11, 2019

- Income Taxation of Estates: Basic Concepts and Issues
- Income Taxation of Trusts: Basic Concepts and Issues
- Fundamental Fiduciary Tax and Accounting Concepts

Thursday, December 12, 2019

- Income Reportable by Fiduciaries
- Deductions Available to Fiduciaries
- Tax Calculations, Credits, Payments and Special Rules
- Special Issues and Situations
- Sample Problems for Form 1041 Preparation

Included with webinar registration: A PDF copy of the Federal Fiduciary Income Tax Workshop Manual!

Written exclusively for HalfMoon Education Inc. by attorney and tax professional Steven G. Siegel J.D., LL.M. In this comprehensive, 370-page manual you'll learn about fiduciary income tax policy, and you'll get tips on return preparation.

For more information, visit:

www.halfmoonseminars.org/webinars/

Registration

Discovery and Evidence for Paralegals

Houston, TX - Wednesday, December 18, 2019

How to Register

Online:
www.halfmoonseminars.org

Phone:
715-835-5900

Fax:
715-835-6066

Code:

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

Complete the entire form. Attach duplicates if necessary.

Registrant Information

Name: _____

Company/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Occupation: _____

Email: _____

Phone: _____

Additional Registrants:

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 - **\$289.00**. Three or more registrants from the same company registering at the same time - **\$269.00** each.

() **I am not attending.** Please send me the self-study package:

Downloadable MP3 Audio/PDF Manual for **\$269.00**.

CD/Manual Package for **\$289.00**. USB/Manual Package **\$289.00**.

(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: _____

Cardholder Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

Email: _____